

THE BOTTOM LINE



Comprehensive Money Management for the Apple II

USER'S MANUAL



Quality Computers TM



THE BOTTOM LINE



**COMPREHENSIVE MONEY MANAGEMENT
FOR THE APPLE II**

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INTRODUCTION

Thank you for purchasing Bottomline, the ultimate Apple II money management program.

BottomLine will eliminate the excess paperwork and room for error in your personal finances. Features included are:

- Keep complete up-to-date records of all your financial activities.
- Know at a glance exactly how much you have in your savings and checking accounts, as well as how much you owe on your credit cards and loans.
- Gain instant access to information difficult to retrieve from written records. Answers to questions like “How many business lunches did I charge on my VISA card this year?” or “What transactions have I designated as tax-deductible?” are available in seconds—no need to rummage through boxes of canceled checks or receipts.
- Reconcile your checking, savings, credit card and other accounts quickly and easily.
- Maintain accounts for several family members, as well as for your business, club or organization.
- Set future financial goals and establish budgets, using BottomLine to monitor your progress in meeting those goals and budgets.
- Enter regularly recurring transactions just once, then let the program remind you when payments are due and update your records automatically.
- Print out checks and prepare professional-looking financial summaries, statements, and reports to use for tax purposes or when applying for loans.

Unlike some other home accounting programs on the market, BottomLine does not require you to spend hours entering financial information. You enter your information just once. The program does the rest—adding, subtracting, filing, sorting, and manipulating your financial data to let you know exactly where you stand.

BottomLine will give you control over the complexities of your personal finances. Start using it at a basic level. Then, as you learn more about its capabilities, apply it in more sophisticated ways. BottomLine will grow as you grow. Once you’ve experienced its speed, power, and flexibility, you’ll wonder how you ever got along without it!

Using This Manual

This manual will tell you everything you need to know about BottomLine. Use it as a learning tool while you're mastering the program, and as a reference source once you have the basics in hand.

Section 1, **Principles of Home Finance**, defines basic accounting terms that you need to understand in order to get the most out of BottomLine. Be sure to read this section carefully before proceeding to enter your financial data.

Section 2, **Getting Started**, tells you what equipment you will need, how to start the program, how to prepare a data disk, and how to set up the program to work with your printer. Once you have performed the procedures outlined in Section 2, you'll be ready to start using BottomLine.

Section 3, **Using BottomLine**, gives you an overview of the program and explains how to use its various features. This is where you'll find out how to enter your financial data and how to do such things as produce a net worth statement, track items for tax purposes, and set up budgets. This section gives you step-by-step instructions on how to start using BottomLine to manage your financial affairs, as well as examples and illustrations of common financial transactions.

Section 4, **The Reference Section**, is an encyclopedic listing, arranged alphabetically, of all the features, functions and commands contained in BottomLine. Turn to the Reference Sections for a detailed explanation of every BottomLine feature.

The Appendix, **Exporting to AppleWorks**, explains how BottomLine and AppleWorks can work together to open up a universe of opportunities for analyzing your financial information.

The final sections, **Backup Information and Warranty Information**, tell how to obtain a backup disk for BottomLine and explain warranty details.

I. PRINCIPLES OF HOME FINANCE

You don't need a degree in accounting to use BottomLine. However, you do need to understand a few basic accounting terms and concepts. This section defines the accounting terms you'll need to know and explains how they are used in BottomLine.

MONEY IN MOTION TRANSACTIONS AND ACCOUNTS

Transactions represent the movement of money from one place to another. Your checkbook register is a record of transactions. In it, you note every movement of money into or out of your checking account. A transaction may involve writing a check, making a deposit, deducting a fee, etc. Taking a quarter out of your pocket and putting it into a parking meter is a transaction, too. Most of the work you do with BottomLine will involve entering your financial transactions. The program will then have the data it needs to provide you with a wide range of information about your finances.

Accounts are business relationships involving the exchange of money or credit. You probably have a savings account, a checking account, and several credit card accounts. Financial transactions frequently involve moving money from one of these accounts to another.

With BottomLine you'll also define a number of specific financial categories and call up accounts that will help you keep better track of your money. You'll be able to create accounts as you need them to keep track of your grocery expenses, your utility bills, your mortgage payments, and so on. Once these accounts are created, BottomLine will be able to give you detailed information regarding where your money is going.

WHAT DO YOU CALL YOUR MONEY?-ASSETS, LIABILITIES, INCOME AND EXPENSES

All of the money and items of value that pass into and out of your hands can be categorized as either: **Assets, Liabilities, Income, or Expenses.**

Assets

Assets are things of value that you own. Money in your checking account is an asset; so is money in your savings account and money in your pocket. Investments, such as stocks and bonds, gold and silver, coins and the like, are assets. Real property- your home, for example- is an asset. So is personal property, such as your car. All your possessions- furniture, books, clothing, jewelry- are assets.

In BottomLine, the asset you'll probably be working with most often is the money in your checking account.

Liabilities

Liabilities are your debts- money that you owe. Typical liabilities are credit card balances, home mortgage loans, and other loans from the bank or friends.

BottomLine keeps track of your liabilities so that you always know the extent of your indebtedness. Knowing what you own and what you owe, the program will be able to tell you exactly what you are worth in financial terms.

Income

Income is money you receive. Your salary is income. So are gifts, bonuses, tips, royalties and commissions. Interest earned on a bank account, dividends from an investment, or rent collected on property you own are all income.

With BottomLine you'll always have an accurate, up-to-date record of your income. This will help provide you with a picture of your cash flow- the movement of money into and out of your accounts- and let you know if you are spending more than you are receiving.

Expenses

Expenses are payments you make for goods or services you consume. Expenses include such things as groceries, clothes, phone bills, rent payments, medical bills, insurance premiums, vacations, restaurant tabs, etc.

The ability of BottomLine to keep accurate, detailed track of your expenses is one of its most valuable features. Using it will help you to establish and maintain a reasonable budget and become aware of where your money is going.

Typical Assets, Liabilities, Income and Expenses

Assets

Checking account (balance)
Savings accounts (balance)
Cash
House (market value)
Car (market value)
U.S. Savings Bond (cash value)
Stocks
Jewelry (market value)

Liabilities

Mortgage
Taxes due
MasterCard (amount due)
Visa (amount due)
Other credit cards
Car loans

Income

Salary (gross)
 Interest received
 Commissions
 Tips
 Gifts received
 Tax refund
 Dividends

Expenses

Clothing
 Groceries
 Utilities
 Entertainment
 Medical costs
 Interest paid
 Insurance premiums
 Gifts given
 Taxes paid

Understanding these four items—**assets, liabilities, income, and expenses**— and how they differ from one another, is a crucial element of intelligent money management. It is also essential to using BottomLine because each time you create an account, you will need to specify whether the account is an asset, a liability, an income, or an expense. To make sure you grasp these concepts adequately, it's a good idea to spend some time thinking about your own finances and identifying the categories into which various items fit.

WHAT ARE YOU WORTH AND WHERE'S IT ALL GOING?— NET WORTH AND NET INCOME

Once you've identified all your assets, liabilities, income, and expenses (items which BottomLine will help you keep track of on an ongoing basis) you're in a position to determine two important things— your net worth and your net income.

Net Worth

Net worth is the sum of all your assets minus the sum of all your liabilities; simply stated, it is what you own minus what you owe:

$$\text{Net Worth} = \text{Assets} - \text{Liabilities}$$

Net Worth is an accounting concept that relates to a particular point in time— i.e., if you sell everything you own (all your assets) today and pay off all your current debts (your liabilities), the difference is your net worth as of today.

Knowing your net worth is an important step in your financial planning. It helps you decide whether you can afford to make on new obligations, whether you need to increase your rate of saving, whether you're being more cautious than necessary in your investments, and so on. With BottomLine you'll be able to determine your net worth at any time. You'll also be able to produce a printed Net Worth Report to supply to someone such as a loan officer at a bank.

Net Income

Net income is what remains after you deduct your expenses (goods and services consumed) from your total income (salary, commissions, gifts, dividends, interest earned, etc.); simply stated it is money that comes in minus money that goes out.

$$\text{Net Income} = \text{Income} - \text{Expenses}$$

Knowing your net income will give you a quick picture of your cash flow. Being aware of cash flow — the movement of money into and out of your accounts — is important because if you're spending more than you're bringing in, you'll have to get additional funds from somewhere. Knowing your net income will help you determine when to cut back on expenses or when to withdraw money from savings or when to apply for a loan.

With BottomLine you'll be able to determine your net income at any time. The period covered can be as long as a year or as short as a month. You'll also be able to produce a printed Net Income Report.

Other accounting terms and concepts will be defined as they arise. For a better understanding of the terms discussed here, pay close attention to the examples included in Section 3, **Using BottomLine**. Don't worry if not everything is immediately clear. As you work with BottomLine, your feel for the principles of home accounting will grow. You'll develop a mental picture of the various elements of your finances and begin to see how these elements fit together to make an easily understood system.

2. GETTING STARTED

WHAT YOU WILL NEED

Apple IIc, IIe, IIGS (with at least 128K memory)

Disk drive

Monitor

Blank disk to use as a data disk

Optional:

Second disk drive

Printer

Mouse

(Currently, BottomLine is incompatible with Hard Drive Systems.)

STARTING THE PROGRAM

One-Drive System

Insert the BottomLine program disk into your disk drive. Close the drive door. Turn on your monitor and then turn on your computer. The red disk-drive light will come on as the program loads. A title screen will appear, followed by a Load Data screen. (Note: You can move to the Load Data screen quickly by pressing any Key at the title screen.) At this point, you have two options: Start New Data Base or Read Data Disk.

If this is your first time using BottomLine, select "Start New Data Base." Select this option by using the up or down arrow keys to highlight it and then pressing Return. Then follow the instructions below to prepare a data disk.

If you have used BottomLine before, remove the program disk from the drive and insert your prepared data disk. Select "Read Data Disk." Respond to the questions in the "Today's Date" dialog box that appears on the screen, being sure to supply the actual date, not a past or future date. When you have answered all the questions, select "Okay." The Main Menu will appear on the screen. You are now ready to start using BottomLine. The program will prompt you whenever you need to switch disks.

Two-Drive System

Insert the BottomLine program disk into Drive 1. Close the drive door. Turn on your monitor, then turn on your computer. The red disk-drive light will come on as the program loads. A title screen will appear, followed by a Load Data screen. (Note: You can move to the Load Data screen quickly by pressing any key at the title screen.) At this point, you have two options: Start New Data Base or Read Data Disk.

If this is your first time using BottomLine, Select "Start New Data Base." Select this option by using the up or down arrow keys to highlight it and then pressing Return. Then follow the instructions below to prepare a data disk.

If you have used BottomLine before, insert your data disk into Drive 2. Select "Read Data Disk." Or, to save time, insert your data disk into Drive 2 at the same time you insert your program disk into Drive 1. Start your computer. The program will look for the data disk in Drive 2. It will then take you directly to the "Today's Date" dialog box. Respond to the questions in the box, being sure to supply the actual date, not a past or future date. When you have answered all the questions, select "Okay." The Main Menu will appear on the screen. You are now ready to start using BottomLine.

INITIALIZING A DATA DISK

Before you begin using BottomLine, you must prepare a data disk. This prepared disk will store up to 12 months worth of financial information that you will enter while using the program. To prepare a data disk, first select "Start New Data Base" from the Load Data screen. A dialog box will appear on the screen. Questions for you to answer are listed on the left; the program's default, or preset, responses are listed on the right. A highlight box with a flashing cursor surrounds the response to the first question.

To accept the response that appears on the screen, press Return. To change the response, simply type your new information over the old. If you make a mistake, press Delete to erase what you've typed. Press Return when the information in the highlight box is correct; the highlight box will then move to the next item on the list. To move the highlight box to a different item, use the up and down arrow keys.

Start New Data Base	
Data Base Name:	<input type="text"/>
Fiscal Starting Year:	19 86
Fiscal Starting Month (1-12, "1" recommended):	1
Drive number for data disk (1 or 2):	2
Okay (6-0)	

Data Base Name

Give your data base a name. Use your own name or anything you want. You can type up to 10 characters. Don't include the year in the data base name; the program will automatically add the year whenever it refers to the disk (for example, if you name your data base "John," the program will refer to it as "John '86"). Note that you may have only one data base per disk. A data disk holds 12 months' worth of financial information. To start a data base for another person or purpose, you must use another disk.

Fiscal Starting Year

Specify the first year for which you want to enter data. You will not be able to enter records for any date prior to the fiscal starting year.

Fiscal Starting Month

Specify the month in which your fiscal year begins (1 for January, 2 for February, 3 for March, and so on).

Drive Number for Data Disk

Indicate which drive (1 or 2) you plan to use for your data disk. When you have responded to all the questions in the dialog box, select "Okay." Insert a blank disk in the drive you have indicated. Press Return and the program will prepare your data disk.

The disk is ready when the red disk-drive light goes off and a message telling you to label the disk appears. Remove the disk from the drive and label it. Then re-insert the disk, and press Return. Respond to the questions in the "Today's Date" dialog box that appears on the screen. When you are done, select "Okay." The Main Menu will appear on the screen. You are now ready to start using BottomLine.

Your Fiscal Year— Where to Begin

Your fiscal year can begin whenever you want it to. You may have it run from April to March, from June to May, or even from December to November. Most people, however, prefer to have their fiscal year run from January to December.

If you begin using BottomLine later in the year, you may be able to enter data for the months you have missed; to do this you will have to have accurate financial records available. A simpler approach, especially if you are already far into the year, would be to start your fiscal year in January and simply skip over the months you've missed. Start entering information in the current month and maintain your records to the end of the year; then start a new data disk on January 1 of the next year.

PRINTER SETUP

BottomLine allows you to print out reports, checks, and other items. The program is designed to work with most printers; no adjustment should be necessary. However, if you have trouble printing, you may have to change the printer setup. For help, see Printer Setup in the Reference Section of this manual.

OPERATING THE PROGRAM

BottomLine is easy to operate. Its functions, features and commands are listed on pull-down menus. You select the items you want from these menus, using either your keyboard or a mouse. Dialog boxes, offering you further options, appear as needed. Help is always available either by selecting Help from the Dollar Menu or by pressing **Ctrl-?**.

Menus

When you use BottomLine you will always begin with the Main Menu. The Main Menu contains seven sub-menus. All of the program's functions, features and commands are reached through these sub-menus.

To open a menu using the keyboard, use the left and right arrow keys to highlight the menu you want. Press the down arrow key or Return to open the menu. To select an item from the menu, highlight the item you want (using the up and down keys) and press Return. To close a menu without making a selection, move the highlighter up the list until the menu name is highlighted; the menu will then close.

To open a menu using a mouse, press the mouse button to activate the pointer or point to the menu you want, holding the mouse button down; the menu will open. To select an item from the menu, move the pointer down the list. When you reach the item you want, release the mouse button. To close a menu without making a selection, move the pointer away from the menu until the menu is no longer highlighted, then release the button; the menu will close.

Dialog Boxes

Dialog boxes are a way of "talking to" the program. Each dialog box asks you a series of questions. By responding to the questions, you supply information to the program so that it can perform its functions correctly.

To respond to questions in a dialog box using the keyboard, use the up and down arrow keys to move the highlight box to the item you want. To accept the response already in the box (the default, or preset, value), press Return. To change the response, simply type your new information over the old. If you make a mistake, press Delete to erase what you've typed. When the information is correct, press Return; the highlight box will then move to the next item. When you have responded to all the questions, select "Okay" (by highlighting and pressing Return or by pressing **Ctrl O**) to tell the program the information is correct. If you want to leave the dialog box without continuing, press Esc. You will be returned to the previous screen.

To respond to questions in a dialog box using a mouse, click the mouse button if the pointer isn't on the screen. Then point to any response you want to change and click again. A highlight box will surround the response. Change the response by typing your new information over the old. If you make a mistake press Delete to erase what you've typed. When the information is correct, click the mouse button. When you have made all the changes necessary, move the pointer to "Okay" and click to tell the program the information is correct. If you want to leave the dialog box without clicking "Okay," point to the rectangle in the upper-left corner of the box and click. You will be returned to the previous screen.

Entering Text

BottomLine lets you type memos and notes of various kinds. To enter text, simply type in whatever words you want. You don't need to press Return at the end of a line unless you want to begin a new paragraph; just keep typing and the text will wrap around to the next line. To edit text, use the following text-editing commands:

Arrow Keys	moves the cursor left, right, up, down without erasing text
Delete	deletes the character to the left of the cursor
⌘ D	deletes the character at the cursor
⌘ Y	deletes from cursor to end of line
⌘-Delete	deletes all the text you have typed

Getting Help

Help is available from any point in the program. All you have to do is press ⌘-? or select Help from the Dollar Menu. A Help Index will appear. Select the topic you want from the Index, then read the explanation that appears on the screen.

Esc to Move Back

You can move back to a previous screen by pressing Esc. Each time you press Esc you will move back one screen until you reach the Main Menu.

To go back to a previous screen when using a mouse, point to the rectangle in the upper-left corner of the screen and click the mouse button.

Saving Data

BottomLine saves your data automatically at various points in the program. However, to protect against accidental loss, it's a good idea to get into the habit of saving data periodically yourself. To save, simply press ⌘-S. Any data you have entered will be safely stored on your data disk.

Apple Commands

You'll notice that a number of menu items are marked by the ⌘ symbol and a letter. These are shortcut commands available from anywhere in the program. To use them, hold down either one of the ⌘ keys (located to the left and right of the space

bar) and press the letter indicated. In addition to the ⌘ commands listed on the menus, a number of ⌘ scrolling commands are available. These make it easier to move from one place to another on the screen.

Some of the more frequently used ⌘ commands are listed below. For a complete list and explanation of ⌘ commands, see ⌘ Commands in the **Reference Section**.

⌘-A	Account List: Displays a list of all account names.
⌘-B	Beginning of Data: Moves the cursor to the first transaction of the month, or the first item in a list of accounts.
⌘-D	Delete Character: When editing text, deletes character located at the cursor. (Pressing the Delete key alone moves the cursor to the left, erasing text as it goes.)
⌘-H	Hard Copy: Prints a copy of whatever is on your screen.
⌘-M	Menu: Returns you to the Main Menu.
⌘-O	Okay: Confirms information in dialog box.
⌘-Q	Quit: Lets you leave BottomLine and run another program without turning off your computer.
⌘-S	Save: Saves data to your data disk. Use this command frequently to avoid accidental loss of data.
⌘- Delete	Delete Item: Deletes an entire entry. Not the same as ⌘-D which deletes one character.
⌘-?	Help: Provides help with using BottomLine.

3. USING BOTTOMLINE

OVERVIEW

BottomLine is a home accounting program that makes keeping track of your financial affairs easy and enjoyable. Accounting, as you undoubtedly know, is the business of keeping financial records. These records can be as simple as a shoe box full of receipts and canceled checks or as complex as an accountant's ledger listing every debit and credit charged against your name.

The program you are about to start using is similar to an accountant's ledger in its precision and completeness and like the shoe box in its ease-of-use.

Your part in working with BottomLine will be to enter financial data — to drop bits and pieces of information into the shoe box. The program will then play the role of an accountant, maintaining a complete and precise ledger in which all your financial transactions — and the effects they have on one another — will be recorded. For the most part, this ledger will be invisible to you.

This section of the manual will show you how to make BottomLine a part of your life. Here you will learn how to enter your financial data and then put the program to work for you, doing such things as reconciling accounts, printing checks, keeping track of budgets, searching for information, and producing net worth and net income reports. All of the features, functions and commands discussed in this section are also discussed in the alphabetically arranged **Reference Section**. You will be referred to the **Reference Section** for details on how to use various elements of the program.

You'll find that you can use BottomLine to get a very precise picture of your financial affairs or a more general view. It all depends on the data you enter. The more specific you are — telling the program, for example, whether an expenditure is tax-deductible, whether it was made by you or your spouse, whether it belongs in a particular category of expenses, and so on — the more complete a picture the program will be able to produce.

Before you begin . . .

Before you begin, carefully read Section 2, Getting Started. In that section, you will learn how to start the program and prepare a data disk for storing your financial information. You'll also learn how to select menu items, respond to questions in dialog boxes, and use the program with a keyboard or mouse. This section will assume that you know how to deal with these technical matters.

ENTERING YOUR FINANCIAL DATA

Almost all the work you'll do with BottomLine will involve entering financial data in the form of transactions. Transactions represent the movement of money from one place to another. When you write a check to pay your rent, when you transfer funds from your savings account to your checking account, when you withdraw cash from the ATM at your bank, even when you put a nickel in a gum machine, you are carrying out a financial transaction.

You're undoubtedly familiar with entering transactions for your checking account in your checkbook register. Entering transactions while using BottomLine is much the same except that in this case, the register you'll use will appear on your computer screen and will record all transactions, whether they involve your checking account, your savings account, your credit card accounts, or pocket money.

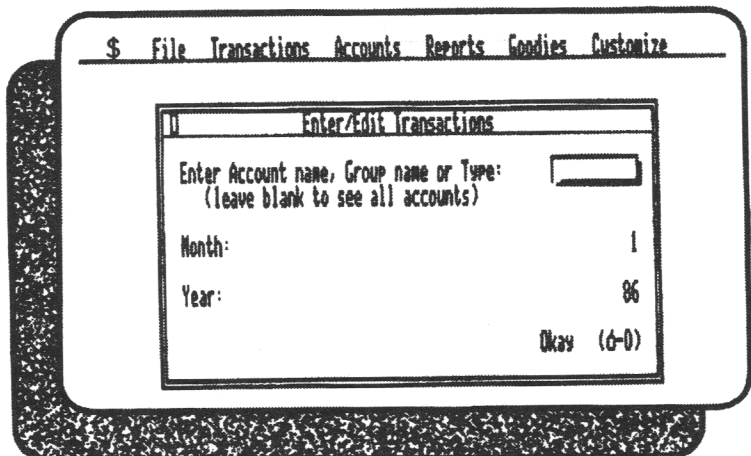
THE BASICS

To learn how to enter a transaction, follow the step-by-step instructions below. When you are done, the sample transaction you have entered can be deleted. You can then practice entering more transactions using the Examples at the end of this section.

Learn more about entering transactions by reading through the material that follows (Refinements, Making Changes and Correcting Mistakes, Handling Your Data Bases, Saving and Quitting). When you feel that you have a good understanding of how to enter transactions, assemble your records (checkbook register, credit card statements, etc.) and start entering your own financial data.

Entering a Transaction Step-by-Step

1) If you have not already started the BottomLine program, do so now, following the instructions in Section 2, **Getting Started**. With the Main Menu on the screen, open the Transactions Menu and select Register. A dialog box will appear.



Explanation: Enter Account Name, Group Name, or Type, lets the program know what kind of transaction you want to enter. As you begin using the program you will be creating various accounts (checking, savings, VISA, etc.), specifying their types (asset, liability, income, expense), and possibly assigning them to groups (business, household, retirement, etc.). If you specify a particular Account, Group, or Type, the Register will display the transactions included in that category. If you want to see all of your accounts you may do so by leaving this space blank.

\$ File Transactions Accounts Reports Goodies Customize

0 Day	#	Payee/Memo	All Transactions Account 1	Jan 1986 Account 2	Amount

☐ Day of month. (Press "5" for a split transaction.)

Note that the month and year— which you specified in the dialog box— appear at the upper-right corner of the Register. A highlight box with a flashing cursor appears at the lower left. Prompts relevant to whatever entry you are making appear

at the bottom of the screen. If you are using a mouse, a message reading "Click here to add a transaction" will appear. Move the pointer to the message and click the mouse button.

3) You are now ready to begin entering your sample transaction. The transaction involves a check, #238, written to your neighborhood supermarket, Elmwood Market, on the fifth of the month to pay for \$47.50 worth of groceries. Enter each part of the transaction as explained below. If you make a mistake, Press C -D or Delete to erase the entry; then typed in the correct information. To move back one column, press left arrow; to move forward one column, press right arrow or Tab. To indicate that the information you have entered is correct, press Return. When the entire transaction is entered correctly, it will look like this:

Day	#	Payee/Memo	Account 1	Account 2	Amt.
5	238	Elmwood Market	checking	groceries	-47.50

Day

The first piece of information you are asked to supply is the date on which the transaction occurred. Since you've already indicated the month and year, all you need to supply now is the day.

Notice the highlight box with a number "1" in it, is positioned beneath the Day column. At the bottom of the screen is a line of text that reads "Day of Month." This line will change as you move from column to column so that you will always know exactly what information you are being asked to supply. Notice also a prompt at the lower right of the screen that reads "Press S for a split transaction."

Explanation: A split transaction is a single transaction that affects more than two accounts. You might, for example, write a check to the supermarket for more than the amount of your purchase. Part of the check would go to pay for your groceries and the remainder would go into your pocket as cash. Entering this transaction as a split transaction allows BottomLine to record its effect on three different accounts — your checking account, your grocery account, and your cash account. For details on how to enter a split transaction, see Split Transaction in the **Reference Section**.

Since this transaction is not a split transaction, ignore the prompt. Enter the correct day — the fifth of the month — by typing in 5. Press Return.

Explanation: If the day shown in the highlight box is correct, you can accept it by pressing Return. Once a day has been entered, the program will use that day as its default, or preset, value until a different day is entered. This feature saves time when you are entering a number of transactions that occurred on the same day.

#

The next column in the Register is marked by a # sign. This is where you specify the kind of transaction you are entering. There are several kinds of transactions. The reason the column is marked by a "#" sign is that most of your transactions will probably involve checks. If you are entering a check, you simply type in the check number. If you want to enter a different kind of transaction, enter the first letter of

the transaction you want. Abbreviations for the various kinds of transactions are shown at the bottom of the screen.

Transaction	Abbreviation	Purpose
Check	(number)	to record a check
ATM	ATM	to record an automatic teller withdrawal, transfer, or deposit
Electronic	Elect	to record an electronic fund transfer, (e.g., one made by computer or telephone)
Fee	Fee	to record bank service charges, credit card fees, etc
Deposit	Dep	to record a deposit to an asset account, e.g., checking or savings
Refund	Refnd	to record a refund,(e.g., to a credit card account)
Interest	Int	to record interest charged to a liability account, or interest earned by an asset account
Void	Void	to record a voided check
Blank	(blank)	for cases not covered above, (e.g., recording a withdrawal directly from savings, or a charge on a credit card)

Explanation: Specifying the kind of transaction you are entering lets the program know how to handle the entry. A deposit to your checking account, for example, must be added to your checking account balance; a fee must be subtracted; voiding a check may affect a number of accounts. If BottomLine is to maintain your accounts properly, it's important that you enter the correct information here.

Since this transaction involves a check you have written, type in the check number, 238. Press Return.

Explanation: If you continue to enter checks, the program will automatically display the next check number in sequence. This saves time when you are entering data directly from your checkbook register. To change the check number, simply type in the number you want.

Payee & Memo

A window will open when you reach the Payee/Memo column. You can leave this window blank or use it to enter any information you want. In a checking transaction, you would generally enter the name of the party to whom you've written the check. You could also enter additional information to remind yourself about the details of the transaction. You can fill the entire window with text. However, only the first 20 characters will be displayed when the window is closed. To see the entire text you can open the window by moving the highlight box back (or forward) to the Payee/Memo column.

Since this transaction involves writing a check, type in the party to whom it was written, Elmwood Market. Press Return twice to move out of the memo window. If you have created any flags, you will be given an opportunity to attach them to the transaction now.

Explanation: Flags lets you keep track of items that belong together, but are not all in the same Account, Group, or Type. For example, you can attach flags to transactions that represent tax-deductible items or items that you plan to charge to a club or charity you work for. Before you can attach flags to your transactions, you must create them by selecting Flags from the Transactions Menu. When you have created flags, a Flags column will be added to the Register. If you have not created flags, no Flags column will appear. For details on how to create and use flags, see Flags in the **Reference Section**.

Account 1

You are now at the Accounts column of the Register. This is where you really begin putting BottomLine to work for you. By creating accounts and assigning your transactions to them, you make it possible for the program to produce an accurate picture of your entire financial situation.

Briefly stated, an account is a category you use to keep track of how much money you own or how much money you owe (assets or liabilities). All accounts can be classified as either assets, liabilities, income, or expenses. For a more complete explanation of assets, liabilities, income, and expenses, plus a list of typical accounts and their classifications, see Section 1, **Principles of Home Finance**.

Account 1 is the account for which you are recording the transaction. It may be your savings account to which you are adding a deposit, your checking account against which you are writing a check, your VISA account for which you are recording a charge or refund, etc.

Since this transaction records activity in your checking account, enter the word checking. Press Return. Since no accounts have as yet been created, BottomLine will not recognize the word and will ask if you want to create a new account. Press Y(for yes). (Note that once you have created accounts, the program will recognize the account names as soon as you type enough letters to identify the name. It's a good idea to try to create account names with different first letters so you'll be able to take full advantage of the program's speed.) Once you have supplied the account name, you will then be asked whether the account is an Asset, Liability, Income, Expense, or Miscellaneous type account.

Explanation: Miscellaneous accounts allow you to use BottomLine to keep track of non-financial matters. You might, for example, want to keep track of the number of hours you spent working on a particular project, or of the miles you've jogged, or even of the number of calories you've consumed. Creating a miscellaneous account allows you to do this. If you attempt to classify a financial account as miscellaneous, the program will warn you that the account type should NOT be used for financial accounts. For information on Asset, Liability, Income and Expense accounts, see Section 1, Principles of Home Finance.

Since this transaction involves your checking account, which is an asset, enter A for Asset. Press Return. A note at the bottom of the screen will remind you that "This account may need its starting balance set by an opening transaction."

Explanation: A starting balance is an existing monetary value associated with an account. Most asset and liability accounts — such as your checking, savings, or credit card account — will have starting balances. For how to set a starting balance, see Starting Balance in the **Reference Section**.

For now, ignore the starting balance reminder. It will disappear from the screen after a few seconds. You will then be asked what Group you want to include the account in. This step is optional.

Explanation: Groups are a way of indicating that there is some logical relationship between particular accounts. You could, for example, assign all business expense accounts to a group called "Business." Home expense accounts could be assigned to a group called "Home." You might also find it useful to assign all of your financial accounts to one group, your spouse's to another, and those that you maintain together to a third. Classifying your accounts by groups adds another degree of refinement to the accounting process. For more details, see Groups in the **Reference Section**.

Account 2

You will now be asked to supply the name of the other account involved in the transaction. Account 2 represents where the money in the transaction is coming from or going to. It can be either an asset, liability, income, or expense account.

You do not have to specify an Account 2. If you simply want to enter transactions for your checking account and see a balance for that one account, you need only enter an Account 1 name. The program will then function only as a checkbook register. (For how to customize the program so that it always skips the Account 2 prompt, see Custom Settings in the **Reference Section**.) However, if you want the program to produce net worth and net income statements, keep track of budgets, and so on, you will need to enter both an Account 1 and Account 2. This is the recommended method for getting the most out of BottomLine.


Since the check you wrote was for groceries, enter the word "groceries" for Account 2. Press Return. You will be asked if you want to create a new account. Press Y (for yes). You will then be asked to specify the account type. Since groceries are an expense, enter Expense. You will now have an opportunity to specify a group. As with Account 1, the group designation is optional. For now, skip this optional step by pressing Return.

Amount

You are now at the last column in the Register. This is where you will enter the dollar amount of the transaction.

Enter the amount 47.50. Press Return. The completed transaction will now be displayed on the Register. The balances for the accounts involved in the transaction are shown below the Register.

4) Check the transaction to see if all the information is correct. You may change any part of it by using the arrow keys to move the highlight box into the Register. When the part you want to change is highlighted, simply type your new information over the old.

5) To delete the entire transaction, move the highlight box anywhere within the transaction, then press -Delete. A line will be drawn through the transaction and you will be asked if you are sure you want to delete it. Press Y(for yes).

REFINEMENTS

Once you understand the basics of entering transactions, you can add some refinements that will make your record-keeping easier and more complete. These include creating accounts, creating flags, and setting up recurring transactions through the Account Menu.

Creating Accounts Through the Accounts Menu


You will probably create most of your accounts while entering transactions in the Register. However, if you prefer, you can also create accounts by selecting Add/Edit from the Accounts Menu. Add/Edit is useful if you (1) want to establish a starting balance for an account without going through the process of entering a separate transaction, (2) want to supply the program with financial data for an account — such as estate holdings or jewelry — for which you don't often enter transactions, or (3) want to edit an account you have created.

Add/Edit is also useful because it includes a handy Memo in which you can store additional information about an account (when you bought a piece of property, for example, or the number to call if a credit card is lost or stolen) and because it allows you to view all the accounts you have created (arranged by type) without having to go through the procedure of requesting a report. All your accounts, however created, will be displayed on screen whenever you select Add/Edit.

For details on how create and edit account through the Accounts Menu, see Add/Edit in the **Reference Section**.

Creating Flags

Flags are a way of keeping track of items that belong together but are not all in the same Account, Type (asset, liability, income, or expense) or Group. You can create up to four flags which can then be attached to your transactions as you enter them. Once you have created flags, a Flags column will appear in the Register. Flagged

transactions can be located and listed on screen using the Search feature, and then printed out using the  - P command.

One of the best uses of flags is to keep track of tax-deductible items. Another is to keep track of the expenses of individual family members, or of a club or charity for which you work. Since you can only create a total of four flags it's a good idea to think about what you want to keep track of before you begin. You might want to start by creating one flag that you know you'll use (tax-deductible items, for example) and then create additional flags as you see a need for them.

For details on how to create and use flags, see Flags in the **Reference Section**.

Setting Up Recurring Transactions

Recurring transactions are transactions that occur on a regular basis. Common recurring transactions are mortgage payments, loan payments, paycheck deposits and utility bills. To eliminate the tedium of entering these same transactions month after month, BottomLine lets you establish sets of recurring transactions that come due and are paid at approximately the same time. The program keeps track of these sets and warns you when they are coming due. You can then edit the individual transactions in the set (changing check numbers or amounts as necessary) and trigger it so that it is entered into your records.


In addition to saving time, recurring transactions are a way of ensuring that you don't forget to make important payments. You can create transactions that are triggered weekly, bi-weekly, twice in a calendar month, monthly, bi-monthly, quarterly, semi-annually, or annually. You'll find that creating recurring transactions is a good way to get an idea of what your fixed expenses are.

For details on how to create, edit, and trigger sets of recurring transactions, see Recurring (Transactions) in the **Reference Section**.


MAKING CHANGES AND CORRECTING MISTAKES

Whenever you're learning new tasks, you're bound to make mistakes. The mistakes you'll make while entering financial data in BottomLine are likely to fall into two categories: simple data entry mistakes (misspelling a word, entering an incorrect figure, etc.), and mistakes in creating and assigning accounts. Both kinds of mistakes are easily corrected — in the case of data entry, by using the editing commands, and in the case of account creation and assignment, by using the Change Type/Starting Balance, Change Group and Merge Two Accounts Together features from the Accounts Menu.

Correcting Data Entry Mistakes

In BottomLine, data is always entered at the cursor in a highlight box. This is true whether you are entering data in the Register, or on any of the other screens in the program. To correct a mistake, you must first move the highlight box to the item you want to change. Use the Up and Down Arrow keys to move the highlight box up and down: use side arrow or Tab to move the box to the right; use side arrow or  Tab to move the box to the left.

Once the item you want to change is highlighted, you can clear the box by pressing the space bar. You can then leave the box blank or type in your new information. If you don't want to clear the box, simply type your new information over the old.

To delete an entire transaction, move the highlight box anywhere within the transaction and press -Delete. A line will be drawn through the transaction and you will be asked if you are sure you want to delete it. Press Y (for yes) and the transaction will be deleted from your records. The balances of any accounts affected by this deletion will be changed automatically.

Changing Account Assignments

When you create an account, either while entering transactions in the Register or by using Add/Edit from the Accounts Menu, you will be asked to specify the account type (asset, liability, income, or expense) and will be given an opportunity to assign the account to a group.

When you first start using BottomLine, deciding what these account assignments should be may seem difficult. You may not be sure whether a particular account should be assigned as an asset, a liability, income, or expense. You may not know what kind of groups you want to create and what accounts should be included in them. You will probably make some mistakes. These mistakes are easily corrected, using the following procedures.

To Change an Account Type Assignment


Select Change Type/Starting Balance from the Accounts Menu. A dialog box will appear asking for the name of the account. Enter the account you want. The current account type and the starting balance for the account will be displayed. Enter the new type and/or a new starting balance for the account displayed. When you are finished, select "Okay."

To Change an Account Group Assignment

Select Change Group from the Accounts Menu. A dialog box will appear asking for the name of the account. Enter the account you want. The current account group (if any) will be displayed. Enter the new group. When you are finished, select "Okay."

As you can see, this command is a handy way to assign accounts to groups as well as to change group assignments already made. If you're in doubt about the proper group assignment while creating an account, simply skip the optional group assignment step. Later, use the Change Group command to assign the account to one of the groups you've created.

To Delete an Account

Deleting an account is not a step to be taken lightly. When you delete an account you remove all reference to it from your records. This can have a profound effect on the balances of your other accounts. Though you can delete an account by using the -Delete command while in Add/Edit from the Accounts Menu, this method is recommended ONLY if the account has not been used in transactions. A much better approach is to use the Merge Two Accounts Together command. This allows you to merge one account into another; the records from the account you delete will not be lost, they will simply be added to the merged account.

To carry out this procedure, select Merge Two Accounts Together from the Accounts Menu. A dialog box will appear asking for the name of the account to be eliminated. Type in the name of the account you want to delete. Then type in the name of the account you want to merge it with. The two accounts must be of the same type (asset, liability, income, or expense). When you are finished, select "Okay."

WORKING WITH YOUR DATA BASES

A BottomLine data base stores up to 12 months' worth of financial information on a separate data disk. Each member of your household who uses BottomLine can have his or her own data base. You can also establish data bases for different purposes, such as personal finances, the finances of a club or charity for which you are treasurer, and so on. You can assign a secret password to any data base you start; then, only someone who knows the password will be able to gain access to the data base.

Each new fiscal year, BottomLine will automatically start a new data base for you, carrying over your financial records from the previous year.

Generally speaking, data bases are not something you have to worry about. Simply start your data base when you start using the program, following the instructions in Section 2, **Getting Started**.

To start a new data base for a different person or purpose, select Start New Data Base from the File Menu. Then follow the same procedure outlined in Section 2, **Getting Started**.

To work with a different data base (without having to restart your computer), select Switch Data Bases from the File Menu. Follow the on-screen prompts to remove your current data disk and insert a new one.

To make a data disk for a new year's worth of records based on an existing data base, simply enter a date in the new year (when starting the program or in the Register dialog box) and follow the on-screen prompts.

It's a good idea to make a backup copy of your data base disk(s). Update the backup regularly to ensure against loss of data. For how to make a backup data disk, see Backup Data Disk in the **Reference Section**.

For more information on data bases, see Data Bases in the **Reference Section**.

SAVING AND QUITTING

Once you've entered your data into BottomLine, you won't want to lose it. There are three ways to save data: by pressing **⌘-S**, by selecting Save from the File Menu, or by selecting Quit, from the **Dollar Menu**.

You should ALWAYS leave the program by way of the Quit command. This will ensure that all the financial data you have entered during a data entry session is properly saved to your data disk.

You should also get in the habit of saving regularly as you enter data, either by selecting Save from the **Dollar Menu** or by pressing ⌘ - S. Although the program saves data automatically as you move from some commands to others, using Save (or ⌘-S) often will protect against accidental loss of data.

USING BOTTOMLINE IN YOUR DAILY LIFE

Once you have entered your data, you'll be able to put BottomLine to work for you, using it to produce a comprehensive, up-to-date picture of your financial affairs. The more data you enter, the more the program will be able to tell you; the longer you use it, the clearer the picture of such things as where your money is coming from and where it is going to will be.

You can use BottomLine to reconcile accounts, to print checks, to set up and keep track of a budget, to search for data you've entered, and to produce net worth and net income reports. Every kind of list or report — in fact, anything that is displayed on screen — can be printed out. This printed copy will come in handy when making loan applications or when you are asked to supply financial data for any purpose.

To get an idea of the program's capabilities read through the following material on reconciling accounts, printing checks, setting up budgets, searching for information, and requesting reports. For details on how to use each feature, turn to the appropriate entry in the **Reference Section**.

RECONCILING ACCOUNTS

You can use BottomLine to reconcile any account for which you receive a financial statement. You're probably most familiar with reconciling your checking account — that is, checking your records (as shown in your checkbook register) against the records of the bank (as shown on the statement) to see that they agree. Reconciling accounts is important if you want to avoid being overdrawn or overcharged. Though you may not be in the habit of reconciling accounts such as those for your credit cards or car loan, BottomLine makes the procedure so easy that you'll soon be doing so as a matter of course.

When you first start using BottomLine, you may not have entered all the individual transactions that are shown on the financial statements you receive. This is not a problem provided you have entered an accurate starting balance. The program will simply reconcile the account using the transactions you have entered plus the starting balance.

For full details on reconciling accounts, see Reconciliation in the **Reference Section**.

PRINTING CHECKS

You can use BottomLine to print out checks. This is especially handy if you are in the habit of writing out many checks at the same time. By using this feature, you can enter transactions and make out checks all at the same time. If you choose to do this, be sure to update the balance in your actual checkbook register when you are finished; that way you'll know how much you have in your account when you later write out checks by hand.

To print checks, you will need to order a particular brand of continuous form checks to use in your printer. For information on how to order these checks as well as details on how to carry out the printing procedure, see Print Checks in the **Reference Section**.

BUDGETS

With BottomLine, you can set up a year's month-by-month budget for any account you have created. You can set up budgets for asset, liability, income, or expense accounts. This means that in addition to establishing limits for your expenditures, you can set savings and income goals and monitor how closely you are meeting them.

A budget can be set up any time after you have created an account. If the account is an expense account and if you have a good idea of how much you plan to spend on items included in the account over the course of a year, you may want to set up a budget right away. If you're not sure what a realistic budget for the account might be, you may want to enter transactions over a period of time — a month or two, perhaps. Then you'll have an idea of what you are actually spending and can make an informed decision about how much to budget. If you want to change your budgeted amounts, you can do so at any time.

Once you establish a budget for an account, BottomLine will be able to tell you the dollar difference and percentage difference between the actual balance and budget amount for each month. If you wish, budget data — which you can choose to have displayed numerically and/or in bar graph form — will be included in account reports, net income, and net worth statements. When you are ready to start keeping records for a new fiscal year, you can carry over your budgets from the previous year, basing the amounts either on the budgets you established or on the actual balances for the accounts.

For how to set up a budget, see Budgets in the **Reference Section**.

SEARCHING FOR INFORMATION

BottomLine lets you set up a wide range of criteria to search for financial data you have entered. You can search for individual transactions, for flagged transactions, for transactions of a certain kind (deposits, fees, ATM transactions, etc.), for transactions falling within a certain time period or range of amounts, for transactions

made out to a specific payee, or for transactions involving a specific account, group, or type. Once the data you want is found, you can view it on screen and, if you want, print it out.

This search capability is especially useful at tax time or if you are using the program to keep track of expenses for several family members, for a club, or a home business. It also allows you to examine your transactions from various point of view, a process that will give you new insight into the nature of your financial affairs.

For details on how to search for information, see Search in the **Reference Section**.

REPORTS

BottomLine produces four kinds of reports: Net Worth, Net Income, Accounts Reports, and Transaction Lists. These reports can give you insight into various aspects of your financial affairs. Since each can be printed out, as well as displayed on screen, they also provide a handy way of supply organized financial information to loan officers, tax preparers, mortgage companies, and so on.

A Net Worth report tells you what you are worth (financially) at any given point in time. BottomLine produces a Net Worth report by subtracting the sum of all your liability accounts from the sum of all your asset accounts. In order for your Net Worth report to be accurate in real terms, you must be sure to create accounts and enter data for all your assets and all your liabilities. Once you've entered information about everything you own (your house, your car, valuable jewelry, paintings, etc.) and everything you owe (your mortgage, your car loan, your credit card balances, etc.); BottomLine will be able to produce a complete and accurate Net Worth report.

A Net Income report gives you a picture of your cash flow over a period of time. This will help in your financial planning — letting you know whether you can afford to take on new loan payments, whether it's time to ask for a raise, to cut back on spending, and so on. BottomLine produces a Net Income report by subtracting the balance of all your expenses, for a specified time period, from the balance of all your income. If you have faithfully recorded all your income and all your expenditures, the report will give you an accurate picture of your cash flow.

An Accounts Report gives you a report on one or more of your accounts. You can specify what data you want the report to include and how you want the data displayed. You can request a report on a single account or on all the accounts in a particular group or type. Requesting an accounts report is a good way to monitor particular aspects of your financial activity — your real estate ventures, stock investments, etc. When you request such a report, you'll be able to see at a glance all the activity that has been taking place within the account(s) in question.

A Transaction List gives you a report on transactions entered over a specified period of time. You can request a list of all your transactions or of transactions for a single account, group, or type. Once the list is displayed on screen, you can edit indi-

vidual transactions just as you would in the Register. You can also print out the list, specifying the type of data you want printed. This is handy if you want a paper record (as well as an electronic record) of your transactions.

For information on how to request any of the four kinds of reports, see Reports in the **Reference Section**. Also see, Net Worth, Net Income, Accounts Report, and Transaction List.

GOODIES

BottomLine has a number of special features — called Goodies — that are available from anywhere in the program. Most of these Goodies “pop-up,” overlaying whatever screen you are working on. When you signal that you are done with a Goodie, it will go away, leaving your original screen intact. The four goodies listed on the Goodies Menu are: Calculator, Note Pad, List Accounts, and List Groups.

Calculator gives you an on-screen calculator that you can use to do mathematical computations. The sum can then be entered directly into the transaction on which you are working.

Note Pad gives you an on-screen Note Pad with room for entering up to five “pages” worth of text. You can save your notes and call them up again whenever you want.

List Accounts provides a list of all the accounts you have created arranged by type. This is handy when you are being prompted for an account name and can’t recall which accounts you have created. A listed account name can be entered directly into the transaction on which you are working by moving the cursor and pressing Return.

List Groups provides a list of all the groups you have created. This is handy when you are being prompted for a group name and can’t recall which groups you have created. A listed group name can be entered directly into the transaction on which you are working.

For details on using the Goodies included in the program, see Calculator, Note Pad, List Accounts, and List Groups in the **Reference Section**.

CUSTOMIZING BOTTOMLINE

After you have been using BottomLine for a while, you may want to customize the program, changing such things as the way screens are formatted, what prompts are given, what kind of information is displayed, and so on. You may also want to check on status — how many accounts and groups have been created, how many transactions have been entered, how much room is left, etc. — and assign a database password.

All these customizing options are easily carried out through the program's Customize Menu. Since the process is so simple, you can change the program's settings and then, if you don't like your choice, change them back again, all within a matter of minutes.

For information on customizing options, see Screen Formats, Printer Setup, Custom Settings, and Password & Status in the **Reference Section**.

EXAMPLES

These examples will help you learn how to enter transactions correctly so that BottomLine will have the information it needs to produce a complete and accurate picture of your financial situation. You can use these examples for practice in entering transactions and refer to them later if you become confused about entering data for a particular kind of transaction.

Keep in mind that the names used for accounts in these examples are just that — examples; you can name your own accounts anything you wish. Also, keep in mind that these examples are intended to clarify the approach to entering information in BottomLine; actual step-by-step instructions are described earlier in this section and in the **Reference Section** of this manual.

Example 1: Buying a computer with a check

On December 10, you purchased an Apple computer system (to use in your work as a free-lance consultant) from "The Computer Store" for \$986.31, paying with check number 1001. Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
10	1001	The Computer Store	t	checking	computer	-986.31

The Day, #, Payee/Memo, and Amount entries are self-explanatory.

The Flag entry is optional and indicates that the computer is a tax-deductible item for you (since you plan to use it in your business). You can create up to four flags to keep track of whatever special items you want by selecting Flags from the Transactions Menu. Once you have created flags, a Flags column will appear in the Register and you will be given an opportunity to attach one or more flags to your transactions. Only the first letter of the flag(s) will appear in the column.

Account 1 is the account for which you are recording transactions, in this case “checking.” If you have charged the computer on your VISA card, then Account 1 would have been “Visa.”

Account 2 is the other account involved in the transaction. It represents where the money in the transaction went. In this case, you decide to call Account 2 “computer.” By doing so, you create a “computer” account. When asked, you define the account as an asset (something of value that you own). Later on, when you make other computer-related purchases (such as printers, disk drives, software, etc.) you will add them to this account. BottomLine will keep track of these purchases, adding them in with the rest of your asset accounts. Whenever you ask for a Net Worth report, the value of your computer equipment will be included.

The effect of this transaction is to decrease the balance of one asset account (checking) and increase the balance of another asset account (computer) by the same amount.

Example 2: Withdrawing cash from an Automatic Teller Machine and spending cash

On March 22, you withdrew \$40 from your checking account through an automatic teller machine (ATM). Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
22	ATM	Cash Withdrawal		checking	cash	-40.00

Day, #, Payee/Memo, and Amount are self-explanatory.

Since you are recording a transaction involving your checking account, Account 1 is “checking” (an asset account). You decide to call Account 2, the other account involved in the transaction, “cash.” Since cash is something of value that you own, you indicate that the “cash” account you have created is an asset. The effect of this transaction, then, is to decrease one asset account (checking) and increase another asset account (cash) by the same amount.

Spending cash:

What happens if you spend the cash? Say that on the same day, March 22, you spend \$30 of the \$40 cash you now have in your pocket on theater tickets. Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
22		Theater Tickets		cash	entertain	-30.00

Again, Day, #, Payee/Memo, and Amount are self-explanatory.

The # column is left blank since cash transactions are not identified by number. Account 1 (the account for which you are recording the transaction) is “cash” (an asset). You decide to call Account 2 (which represents where the money in the transaction went), “entertainment.” When asked, you define the account as an

expense (since entertainment, like groceries, is something you “consume”). The effect of the transaction is to decrease an asset account (cash) and to increase an expense account (entertainment) by the same amount.

Example 3: Transferring money to a savings account

On August 7, you transferred \$100 from your checking account to your savings account using the ATM at your bank. Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
7	ATM	Transfer to Savings		checking	savings	-100.00

Day, #, Payee/Memo, and Amount are self-explanatory.

“Checking” is shown as Account 1, since that is the account for which you are recording activity. “Savings” is shown as Account 2, since that is the other account involved in the transaction. The effect of the transaction is to decrease your checking account (an asset) and increase your savings account (another asset) by the same amount.

Example 4: Charging lunch on a credit card

On November 11, you used your VISA card to pick up a \$35.67 tab for a business lunch. Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
11		Lunch with Carmen	t	Visa	entertain	35.67

Day, Payee/Memo, and Amount are self-explanatory.

The # column is left blank since VISA transactions are not identified by number. Since you have created a “tax-deductible” flag and since this business lunch is tax-deductible you enter a “t” in the Flag column.

“VISA” is shown as Account 1 since the transaction you are recording is a charge on your VISA. “Entertain” is shown as Account 2 since you’ve decided to lump such things as theater tickets, restaurant meals, etc. together as entertainment. (If you paid for a great many business lunches, you might want to create a separate account specifically for business lunches.) The effect of this transaction is to increase your VISA account (a liability) and your entertainment account (an expense) by the same amount.

Example 5: Paying a credit card bill and recording credit card interest

Eventually, the bills come in and it’s time to make a monthly payment on your credit card debt. On December 5, you mail VISA a check, #202, for \$27. Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
5	202	Visa	t	checking	Visa	-27.00

Day, #, Payee/Memo, and Amount are self-explanatory.

“Checking” is shown as Account 1, since that is the account for which you are recording the transaction. “VISA” is the other account involved in the transaction, so VISA is shown as Account 2. The effect of this transaction is to decrease your checking account (an asset) and your VISA account (a liability) by the same amount.

If you owe interest on the unpaid balance of your VISA card debt, be sure to record the interest charges (or any other additions to the statement, such as yearly user’s fees, that you have not previously entered in BottomLine). You would record a \$5.42 interest charge shown on your VISA card statement like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
5	Int	Interest Charged	t	Visa	interest	5.46

Day, Payee/Memo, and Amount are self-explanatory.

In the # column, you enter “Int” for Interest. If you can deduct interest paid on your tax return, you attach a “tax-deductible” flag to the transaction by entering “t” in the Flag column.

Since you are recording activity in your VISA account (the account to which the interest was charged) you make Account 1 “VISA.” In order to show where the money in the transaction went, you create an account named “interest”; you show “interest” as Account 2. The effect of this transaction is to increase the balance (the amount owed) of your VISA account (a liability) and also to increase your interest account (an expense).

Another approach

If you don’t want to record a transaction every time you charge something on a credit card, you can use an alternative method. With this method you use your monthly credit card statement to update your records. For example, suppose your VISA statement for July showed a restaurant charge of \$56.20 incurred on July 27 at Chez Rae, an airline ticket charge (to Vancouver) of \$220 made on the July 11, and a monthly interest charge of \$8.90. Assume that you received the bill on August 5 and are immediately paying \$100 toward settling it with a check numbered 2096. To enter all this information correctly in BottomLine, you will need to enter two separate transactions: one for the month of July showing the charges on your VISA card statement (using “VISA” as Account 1) and one for the month of August showing your payment of the VISA bill by check (using “checking” as Account 1).

Enter the VISA card charges for July like this, using a split transaction to show the amount of each charge plus the total amount:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
27		Visa: Chez Rae	t	Visa	entertain	56.20
		Ticket to Vancouver		Visa	travel	220.00
		Interest Charged		Visa	interest	8.90
						Total 285.10

Now, record your August payment of the VISA card bill by first advancing to August (either by pressing Esc to go back to the dialog box and changing the information there or by pressing ⏮ > to go forward one month) and then entering the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
5	2096	Visa		checking	Visa	-100.00

The first transaction records all charges to your VISA account and places them where they belong in July's records. Recording transactions in the month in which they occur is important if you want BottomLine to produce such things as an accurate Net Income report. Using a split transaction allows you to show what each charge was for. However, since a split-transaction lets you enter the date and transaction number only once, you cannot show the exact date on which each charge was made. If the exact date is not important for your records, this is a convenient method of tracking credit card charges since all you have to do is enter the information from the statement when you receive it.

The second transaction is a straightforward record of payment using your checking account. You do not have to enter a separate transaction for interest on your VISA card balance since you took care of that as part of the first, split transaction.

Example 6: Paying a utilities bill

On January 15, you receive a bill from City Gas & Electric for \$76.11. You pay the bill immediately with check number 723. Using BottomLine, you would record the transaction like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
15	723	City Gas & Electric		checking	G&E	-76.11

Day, #, Payee/Memo, and Amount are self-explanatory.

This is a straightforward payment of a monthly expense. Account 1 is "checking" since that is the account for which you are recording the transaction. Account 2, the other account involved in the transaction, is "G&E", an abbreviation for gas and electric. This shows where the money in the transaction went. You might prefer to have a single account named "utilities" which would include gas, water, electric, and any other utilities you use. Or you could create separate accounts for each of these items and assign all the accounts to a group called "utilities."

The effect of the transaction is to decrease your checking account (an asset) and increase your gas and electric account (an expense) by the same amount.

Example 7: Making a payment on a mortgage or other loan

Most mortgage payments are made monthly and consist of principal, interest, taxes, and insurance. A problem in recording mortgages is that although the monthly payment doesn't change, the distribution between principal and interest does. For example, if you make a monthly \$1000 payment, during one month the interest may account for \$675 of the \$1000 payment, while during the next month it may account for only \$670. Using BottomLine, how would you record these transactions?

First of all, before entering any mortgage-related transactions, you should be sure to create an account that shows the current value of your home (an asset) and a corresponding liability account that shows the amount outstanding on your mortgage. You could call the asset account “Home” and the liability account “Homeloan.” For how to create these accounts, see Creating Accounts in this section or Accounts in the **Reference Section**.

Once you have created these accounts, there are two ways to approach the problem of making mortgage payments. One way is to calculate and record the exact distribution of principal and interest for each month. To do this you would enter a split transaction each month with “checking” as Account 1 (assuming you pay your mortgage with a check) and “homeloan”, “interest”, “taxes”, and “insurance” as Account 2. BottomLine will keep track of the payments and at the end of the year will tell you exactly how much principal you paid (that is, the amount by which you reduced your homeloan account) and how much interest you paid.

The other way is to record the entire mortgage payment (which includes principal, interest, taxes, and insurance) each month, treating it as a single expense. Using this approach, the transaction you enter each month would look like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
1	4005	Bank of Mortgage	t	checking	mortgage	-1000.00

You attach a “tax-deductible” flag to the transaction because part of the payment (the interest and taxes) is tax-deductible. You specify “checking” as Account 1 because that is the account for which you are recording the transaction. You create an account named “mortgage” (an expense) and use it as Account 2 to show where the money in the transaction is going.

Then, at the end of the year, when you receive a statement from the bank giving you the principal and interest distribution for the year, you enter another transaction to redistribute the balance from your mortgage account into separate accounts for “homeloan” (principal), “interest”, “taxes”, and “insurance.” If the statement you get from the bank indicates that out of the \$12,000 you paid in mortgage payments, \$3000 went toward the principal, \$6000 was interest, \$2500 went toward taxes, and \$500 was for insurance, the transaction you enter would be a split transaction and would look like this:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
31		Principal		mortgage	homeloan	3000.00
		Mortgage Interest	t	mortgage	interest	6000.00
		Property Taxes	t	mortgage	taxes	2500.00
		Insurance	t	mortgage	insurance	500.00

What this transaction does is to redistribute the balance in your account named “mortgage” (an expense) into four different accounts. The effect is to reduce your mortgage account to zero while increasing your interest account (an expense) by \$6000, your taxes account (another expense) by \$2500, and your insurance account (yet another expense) by \$500; your homeloan account (a liability) is decreased by the \$3000 in principle you paid.

Other Loans

Other loans in which part of the monthly payment is for principal and part for interest can be handled in the same way. For each of these loans you should set up separate accounts before you start entering transactions. For example, for a car that you are paying off, you could set up an asset account named "auto" to show the amount you still owe on the loan.

Example 8: Depositing a paycheck.

On the 15th of the month you received your regular paycheck, which you deposited into your checking account. Your gross pay was \$2134.16; your take-home pay, after Social Security, federal and state income taxes and insurance were deducted, was \$1649.34. Using BottomLine, you would record the transaction like this:

Begin by pressing S for split transaction; when asked for a split total, enter the amount of the check you are depositing (your take home pay of \$1649.34). Then enter the following information:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
15	Dep	Gross Pay	t	checking	grosspay	2134.16
		Federal Income Tax	t	checking	FIT	277.06
		FICA	t	checking	FICA	148.50
		State Income Tax	t	checking	SIT	40.56
		Disability Insurance		checking	insurance	18.70
					Total	1649.34

The purpose of this transaction is to correctly enter the deposit of your take home pay into your checking account, while at the same time keeping track of your gross pay and all the expenses that are deducted from it. Using a split transaction allows you to accomplish all this at once. By entering your total take home pay as the split total before beginning to record the individual items in the transaction, you can be sure that the correct amount is credited to your checking account. Since most paychecks remain the same over a period of months, you may want to set up this record as a recurring transaction. (See Recurring Transactions in this section and in the **Reference Section**.)

Account 1 is checking since that is the account for which you are recording the deposit. In the Account 2 column, you set up five separate accounts: grosspay (an income account), FIT, FICA, SIT, and insurance (all expense accounts). The effect of the transaction is to increase your checking account (an asset) by the amount entered as the split total, and to increase all the other accounts involved in the transactions by the amounts specified.

Example 9: Buying and selling stocks or other assets

When you purchase stocks or other assets, you transfer money from one asset account (checking, savings, cash, etc.) to another asset account (stocks, bonds, jewelry, real estate, etc.). Using BottomLine, this is how you would record the purchase of \$1000 worth of common stock (plus a \$50 brokerage fee) paid for on the 16th of the month with check number 2144:

Begin by pressing S for split transaction; when asked for the split total enter the amount of the check you have written. Then record the following information:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
16	Dep	Common Stock Purchase		checking	stock	1000.00
		Brokerage Fee		checking	fees	50.00
						Total 1050.00

Account 1 is "checking" since you paid for the stock by check. In the Account 2 column, you set up two separate accounts: "stock" (an asset) and "fees" (an expense). The effect of the transaction is to decrease your checking account (an asset) by \$1050; to increase your stock account (an asset) by \$1000; and to increase your fees account (an expense) by \$50. If it were not for the \$50 brokerage fee, this transaction would have no effect on your net worth, since you've simply transferred funds from one asset account to another.

Keep in mind, however, that BottomLine will not calculate capital gains or losses, depreciation or appreciation, etc. If you later sell the stock at a profit (or loss) you will have to note the capital gain (or loss) in a separate account.

Let's say that a few months after buying your stock, you decide to sell it. You sell it on the 11th day of the month for \$1500. You pay a \$75 broker's fee, so your net deposit is \$1425. Using BottomLine you would record the transaction like this:

Begin by pressing S for a split transaction. When asked for the split total, enter the amount of the check you are depositing. Then record the following information:

Day	#	Payee/Memo	Flag	Acct. 1	Acct. 2	Amount
11	Dep	Sale of Common Stock		checking	stock	1000.00
		Capital Gain	t	checking	cap gain	500.00
		Brokerage Fee		checking	fees	75.00
						Total 1425.00

Account 1 is "checking" since that is the account for which you are recording the deposit. For Account 2 (representing where the money in the transaction is coming from or going to) you specify three separate accounts: "stock" (an asset account), "capital gain" (an income account), and "fees" (an expense account). Since you entered the split total first, BottomLine will correctly deduct the fees amount from the amounts deposited into checking from stock and capital gain.

The effect of the transaction is to increase your checking account (an asset) by \$1425, to decrease you stock account (an asset) by \$1000, to increase your capital gain account (an income account) by \$500, and to increase your fees account (an expense account) by \$75.

Had you lost money on the stock, the procedure for entering the transaction would be the same expect that the capital gain account would be replaced by a capital loss account (an expense).

4. REFERENCE

ABOUT BOTTOMLINE

Select: About BottomLine from the Dollar Menu.

About BottomLine gives you information about the BottomLine program, including the author's name, the names of other individuals involved in its development, copyright notices and the version number of the program you are using.

ACCOUNT 1 / ACCOUNT 2

See Register.

ACCOUNTS

Accounts is a Main Menu item.

This menu includes:

- Add/Edit**
- Merge Two Accounts Together**
- Change Type/ Starting Balance**
- Change Group**
- Reconciliation**
- Budget**
- Last Year to This Year**

What is an account?

An account is a category you use to keep track of how much money you own and how much money you owe, of where your money is coming from, and where it is going to. All accounts can be classified as either assets, liabilities, income, or expenses.

Asset and liability accounts (such as your checking account or a credit card account) can be thought of as reservoirs of money — either money you own or money you owe. At any given time, you can measure the level in your money reservoir by checking the balance, in dollars, of an account. The level of your asset and liability accounts changes as money is either added or withdrawn.

Income and expense accounts are more like file folders or shoe boxes you use to hold check stubs and receipts. Money is not added to or subtracted from these accounts; rather, they are used to keep track of where your money is coming from and where it is going to. Examining these accounts gives you a picture of your cash flow.

Creating Accounts

With BottomLine, you can create as many as 200 accounts. You can have checking, savings, and credit card accounts, accounts for income from your salaried job, from investments, or from a small business, accounts for your entertainment, household, and businesses expenses, and so on. You can further define your accounts by assigning them to groups, such as your own personal income and expenses, your spouse's personal income and expenses, and your joint income and expenses.

You can create accounts either as you need them, while entering transactions in the Register, or beforehand by selecting Add/Edit from the Accounts Menu.

Creating Accounts While Entering Transactions in the Register:

When you are entering transactions in the Register, you will be prompted for Account 1 and Account 2. Account 1 will always be the asset or liability account for which you are recording the transaction (if you are recording a payment made by check, Account 1 will be "checking"; if you are recording a credit card purchase, Account 1 will be your credit card account, and so on). Account 2 is the other account involved in the transaction. It represents where the money in the transaction is coming from or going to. Account 2 can be either an asset, liability, income, or expense. To create an account when you are prompted for an account name in the Register:

Type in the name of the account you wish to create (using no more than 10 letters and spaces) when prompted to do so. Press Return.

Answer Y (for yes) when asked if you want to create a new account.

Specify whether the account represents an asset, liability, income, or expense. Press Return.

If you wish, specify the Group in which you want the account to be included. This step is optional. For more information see Groups in this **Reference Section**.

Creating Accounts by Selecting Add/Edit from the Accounts Menu:

Creating accounts through the Accounts Menu is much the same as creating accounts while entering transactions. For full details see Add/Edit in this **Reference Section**.

See also:

- Budget**
- Change Group**
- Change Type/Starting Balance**
- Delete Last Year to This Year**
- Merge Two Accounts Together**
- Reconciliation**

ACCOUNTS REPORT

Select Accounts Report from the Reports Menu

Accounts Report is a way of viewing or printing information about one or more of your accounts. When you select Accounts Report, a dialog box will ask you to enter the following information:

Enter Account Name, Group Name, or Type. If you want a report on a single account, enter that account's name. If you want the report to include all accounts in a certain Group, enter the name of that Group. If you want the report to include all accounts of a particular Type, such as assets, enter the name of that Type. Leave the box blank if you want the report to include all the accounts in your data base.

Beginning Month. Enter the number of the first month to be included in calculating the account balances. Month 1 will be January, 2 will be February, and so on.

Ending Month. Enter the number of the last month to be included in calculating the account balances. (Balances for assets and liabilities will be shown as of the end of the month).

Year. The program assumes you want data from the data disk currently in use. Changing the year will allow you to request reports from data disks for previous years, without having to restart the program.

Screen or Printer

Select "Screen" to display the report on screen. Select "Printer" to print the report on paper. Use the space bar to toggle between the two choices. Select "Okay" when you are finished.

Your options will vary, depending on whether you chose Screen or Printer.

Screen. If you chose to view the report on screen, BottomLine will ask you for "What to show." The Accounts Report will always show the account name, actual balance and budgeted balance for the account. Press the space bar to see additional choices.

Actual vs. Budget and Distribution. This option will show you the difference between your actual balances and your budgeted balances in both dollar amounts and percentages. You will also see what percentage each balance accounts for within its account type (e.g., your savings balance accounts for 10% of the total of all your assets).

Bar graphs. When you choose this option, you will see horizontal bar graphs showing your actual balances and your budgeted balances.

Memos. When you choose this option, you will see the first line of information from your account memo along with the account.

Printer. If you choose to print the report, an Account Printout dialog box will appear.

Answer the questions in the box by pressing the space bar to see your choices one by one.

What to Show: Balance Only
Actual vs. Budget
Actual vs. Budget & Distribution

(For more information see descriptions under Screen above).

Account Memos: No Account Memo
Memo Instead of Name
Full Memo
Abbreviated Memo

Page Eject: Eject
No Eject

If you select Eject, the page eject will advance to the end of the final printed page when the printout is complete.

If you select No Eject, the page eject will not advance to the end of the page. This is handy if you want to print several short reports on one page.

Copies: Enter the number of copies you want printed. You can enter any number from 1 to 99.

ADD/EDIT

Select Add/Edit from the Accounts Menu.

Add/Edit allows you to create accounts. It also allows you to view and edit them. Use this command to view and edit accounts created while entering transactions in the Register as well as those created through the Accounts Menu. When you select Add/Edit, accounts and balances will be shown as of the current month (that is, the month you specified when starting the program, or the date of the last transaction entered, whichever is later). The date will appear at the top of the screen. To view other months, press ⏮-< to go to the previous month or ⏭-> to go to the next month.

The top of the Add/Edit Accounts screen shows what kind of accounts are included, plus the month and year. The left side of the screen lists the names of the accounts, classified by typed (asset, liability, etc.) and group (if any), followed by the actual balance in the account (the balance includes all transactions recorded for the month shown), as well as the budget, if any, for the account. The right side of the screen normally shows the first line of the account memo, if it has been entered. Information can be displayed on the right side of the screen in several different ways. See Screen Formats in this **Reference Section** for more information.

\$ File Transactions Accounts Reports Goodies Customize

0 All Accounts 31 Jan 1986

Account	Balance	Budget	Memo
Cash	10.00	10.00	Petty cash
Checking	570.36	600.00	Joint checking acct: #11006 00100
Computer	986.31	986.31	Apple II computer
Savings	3600.00	3500.00	Savings acct: #182021 1913
Software	99.95	100.00	Beginning of my Broderbund Library
Stock	1000.00	1000.00	Common Stock
MasterCard	8.00	10.00	MasterCard acct: #333 3333 3333 N
Visa	520.57	500.00	Visa acct: #123 456 7889 N
Salary	4260.32	4260.00	Salary from the company
Entertain	63.67	100.00	Dinners out, theater tickets, etc.
Fees	50.00	50.00	Bank fees, etc.
FICA	297.00	297.00	Social Security

Key

Account name.

Creating Accounts

Create an account by responding to the prompts on the bottom section of the screen.

Type in the name of the account (using no more than 10 letters and spaces). Press Return.

Specify the type of the account (asset, liability, income, expense, or miscellaneous). Press Return.

Specify the group in which you want the account to be included. Press Return. This step is optional; for more information, see Groups in this **Reference Section**.

Enter the starting balance for the account. Press Return. Generally, only asset and liability accounts will have starting balances. For more information on how to determine an account's starting balance, see Starting Balance in this **Reference Section**.

Enter a monthly budget amount for the account. Press Return. This step is optional. For more information on establishing a budget, see Budgets in this **Reference Section**.

Add an account memo if you wish. An account memo can be used to store additional information about the account. You can include any information you want. This is a handy place to note a checking account number, the phone number to call if a credit card is stolen, etc.

Editing Accounts

Add/Edit allows you to edit an account name, the budget amount for the month shown, and the memo. To edit these items, use the arrow keys to move the highlight box to the item you wish to change.

To change the item in the box, simply type in the new name or number.

To delete an entire account, press ⌘-Delete. You will be asked if you are sure you want to delete this. Answer Y (for yes).

Before deleting an account in this way, see Merge Two Accounts Together in this **Reference Section**. Using the Merge command is a much better way to delete an account you have already used for transactions; when you use Merge you will not run the risk of losing all the financial data relating to the account.

To edit a memo, move the highlight box to the right side of screen. The memo for the account line will appear. You can then edit the memo using the text editing commands.

Exit Add/Edit by selecting "Okay" (from the bottom-left corner of the screen) or by pressing Esc until you reach the Main Menu. Your changes will be saved automatically.

APPLE COMMANDS

BottomLine features a number of commands that you can use as shortcuts throughout the program. To take advantage of these commands, press one of the ⌘ keys located on either side of the space bar in combination with the indicated letter, number, or special character.

Many of these shortcuts let you access program features without having to leave the screen you are working on. Most of these "pop-up," overlaying the current screen. When you are done using the feature, press Esc to return to your original screen.

A number of the ⌘ commands are scrolling commands that make it possible for you to move quickly and easily through information displayed on screen.

- | | |
|-----|---|
| ⌘-A | List Accounts: Displays a list of all account names you have created. If this command is used when you are being prompted for an account name, you may select an account name from the screen and press Return; the account selected will be entered automatically at the prompt. |
| ⌘-B | Beginning of Data: Moves the highlight box to the first transaction listed in a register, or the first item in a list of accounts. |
| ⌘-C | Calculator: Calls up the on-screen calculator. See Calculator for details on using this feature. |

- ⌘-D** Delete Character: When editing text, deletes the character located at the cursor.
- ⌘-E** End of Data: Moves the highlight box to the last transaction listed in a register, or the last item in a list of accounts.
- ⌘-G** List Groups: Displays a list of currently defined group names. If this command is used when you are being prompted for a group name, you may select a group name from the screen and press Return; the group selected will be entered automatically at the prompt.
- ⌘-H** Hard Copy: Prints a copy of what is displayed on your screen exactly as you see it.
- ⌘-J** Jump to Day or Account: Use this command when in the Register to jump to the nearest transaction for any day of the month you specify. If you use this command while you are adding or editing accounts, using Add/Edit in the Accounts Menu, you will jump to the entry for any account name you specify.
- ⌘-M** Menu: Returns you to the Main Menu. (Saves any changes you have made).
- ⌘-N** Note Pad: Calls up the Note Pad. When you are done using the Note Pad, press Return twice, to save your notes and leave the Note Pad. Press Esc to leave the Note Pad without saving your notes. See Note Pad for more details on using this feature.
- ⌘-O** Okay: Confirms that the information in a dialog box or on the screen is correct, and lets you proceed.
- ⌘-P** Print: Prints out whatever you are working on. If you are entering transactions in the Register, ⌘-P will print a list of all your current transactions; if you have asked for a list of accounts, ⌘-P will print out all the accounts listed; if you have initiated a search for transactions, ⌘-P will print out all the transactions found by the search. When you press ⌘-P, a dialog box will ask how you want the printout configured. See also ⌘-H, Hard Copy.
- ⌘-Q** Quit: Lets you leave BottomLine and start another program or create a backup of your data disk. See Quit for more details.
- ⌘-R** Recurring Transactions: Activates the Trigger Recurring Transactions command. See Recurring Transactions for more details.
- ⌘-S** Save: Saves your data to disk. Use this command often to pre-

vent accidental loss of data. Be sure to save before turning off your computer. See Quit for more details on leaving the BottomLine program.

⌘-T	This month. Retrieves and displays Register for current month (based on date entered when program started).
⌘-V	Verbatim Character: Lets you type in parts of printer control codes (such as Esc) that normally cannot be typed in directly from the keyboard. Be sure to press ⌘-V before each character that is not simply a letter or number.
⌘-W	Window: Changes the "Screen Splitting" option automatically. See Screen Formats for more information on Screen Splitting.
⌘-Delete`	Delete Item: Deletes an entire transaction, account, memo, or page for the following month.
⌘->	Go to the Following Month: Retrieves and displays the Register for the following month.
⌘-<	Go to the Previous Month: Retrieves and displays the Register for the previous month.
⌘-Up Arrow	Up a screen: Scrolls up one full screen of information.
⌘-Down Arrow	Down a screen: Scrolls down one full screen of information.
⌘-Right Arrow	Far Right: Moves the highlight box to the far-right side of the screen or editing area.
⌘-Left Arrow	Far Left: Moves the highlight box to the far-left side of the screen or editing area.
⌘-1 through ⌘-9	Go to the Beginning of Data. Go to End of Data: Intermediate numbers position the highlight box between the beginning and end of the data.
⌘-0	Go to Entry Line: Moves the highlight box to the entry line at the bottom of the screen, where new transactions can be recorded or new accounts created.
⌘-Tab	Move Left One Entry Area: In the Register, or in an entry window, moves the highlight box one entry area to the left (Tab by itself moves the highlight box one entry area to the right.)
⌘-?	Help: Provides help with using the program. Pressing ⌘-? will call up the Help Index from which you can choose any topic.

BACK-UP

For information on how to make a backup copy of your data disk, see Quit.

For information on how to obtain a backup copy of the BottomLine program disk, see Backup Information at the end of this manual.

BUDGET

Select Budget from the Accounts Menu.

Budget allows you to create or view a year's month-by-month budget for an account. When you select Budget, a dialog box will ask:

For Which Account: Choose the name of an account you have created and press Return. Select "Okay." You will now see the Budget screen.

\$ File Transactions Accounts Reports Goodies Customize				
D				
	Balance	Groceries Budget	Jan - Dec 1986 (+)/Under/(-)/Over Budget	
Jan	167.95	200.00	32.05	16%
Feb				
Mar				
Apr				
May				
Jun				
Jul				
Aug				
Sep				
Oct				
Nov				
Dec				
Total	167.95	200.00	32.05	16%
Average	167.95			Okay (6-0)

Budget amount for this month. Press ditto (") to repeat month above.

The name of the account will appear at the top of the screen. For the account you will see the actual balance for each month, the monthly budget (if you have created one), the dollar difference and percentage difference between the actual balance and the budget for each month.

Year-to-date values for the balance and the budget as well as the monthly average for the actual balance are shown at the bottom of the screen.

To create a budget, simply edit the Budget column, using the arrow keys to move the highlight box to the item you want and then typing in the amount you wish to budget for that month. (Hint: Pressing the “ key will copy the amount from the previous month into the next month; use this shortcut if you wish to budget the same amount for each month).

When you have finished budgeting, select “Okay.” The Budget dialog box will appear showing the name of the next account on your list. At this point you can select Okay to work with that account, you can enter the name of another account to work with, or you can press Esc to return to the Main Menu.

See also:

Accounts Report

Add/Edit

Custom Settings- Budget for New Month.

Net Worth

Net Income

Screen Formats- Accounts Screen

CALCULATOR

Select Calculator from the Goodies Menu, or Press ⌘-C

BottomLine offers a pop-up Calculator that lets you do mathematical computations without having to leave the screen you are working on. You can then enter the sum

The screenshot displays the BottomLine software interface with a calculator overlay. The calculator is used to calculate a split total of \$1649.34. The background shows a transaction list for January 1986.

Day	#	Payee/Memo	Flags	Account 1	Account 2	Amount
10	1002	The Computer Store		Checking	Computer	-986.31
15	Dep	Gross pay		Checking	Salary	2134.16
	split	Federal		Checking	FIT	-277.06
	split	FICA (S		Checking	FICA	-140.50
	split	State I		Checking	SIT	-40.56
	split	Disabil		Checking	Insurance	-10.70
					split total \$	1649.34
16	1003	Elmwood		Checking	Groceries	-120.45
16	1004	On Bala		Checking	Software	-99.95
22	ATM	Cash w		Checking	Cash	-40.00
27	1005	Payment		Checking	Visa	-100.00
30	1006	City G		Checking	Utilities	-76.11
31	1007	Common		Checking	Stock	-1000.00
	split	Brokers		Checking	Fees	-50.00
					split total \$	-1050.00

Calculator--use corresponding keyboard keys.

directly. When you select Calculator (or press C -C) a representation of a calculator will appear, overlaying whatever else is on the screen. The numerical figure you are currently working with will appear in the calculator's display panel.

To operate the calculator, press the keys on your keyboard that correspond to the numbers and special keys on the calculator. Use the 0-9 keys for numbers, the period (.) for a decimal point, minus (-) for subtraction, plus (+) for addition, slash (/) for division, and asterisk (*) for multiplication.

To add, subtract, multiply, or divide numbers, type in a number, the appropriate mathematical sign (+, -, *, /), another number, and then press the equals sign (=). To enter the sum displayed (if you call up the calculator when you were being prompted for a number), press Return.

To clear the calculator, press C. If you make a mistake while typing in a number, use the left arrow key to delete.

To store a number in the calculator's memory, enter the number and press S (for store). To add a number to the memory, enter the number, press M (for memory), then plus (+). To subtract a number, enter the number, press M, then minus (-).

To recall a number from the calculator's memory, press R.

Press N to negate a number.

When you are done using the calculator, press Return or Esc.

CHANGE GROUP

Select Change Group from the Accounts Menu.

Change Group allows you to change the group assignment you have made for an account or to add a group assignment if you haven't already made one. When you select Change Group, a dialog box will appear, asking for the account you want to work on. Type in the name of the account and press Return. The current group assignment for that account will appear (if no group has been assigned, the box will be blank). Type in the name of the group to which you want to assign the account. When you are done, select "Okay."

See also:

Groups

List Groups

CHANGE TYPE/STARTING BALANCE

Select Change Type/Starting Balance from the Accounts Menu.

Change Type/Starting Balance allow you to change an account from one type to another (from a liability to an expense, for example), and/or change the starting balance you entered for that account.

When you select Change Type/Starting Balance, a dialog box will appear, asking for the name of the account. Enter the account you want. The current type and starting balance for that account will be displayed. Enter the new type and/or starting balance. If the account is included on other data disks, the program will prompt you to insert those disks so that the correction can be made in all your records.

See also:

Accounts

Merge Two Accounts Together

Starting Balance

CUSTOM SETTINGS

Select Custom Settings from the Customize Menu

Custom Settings lets you customize BottomLine by changing the default (or preset) settings the program uses.

When you select Custom Settings, the Custom Settings screen will appear. Use the arrow keys to move the highlight box to the setting you want to change. Press the space bar to change the setting inside the box. When all the settings are the way you want them, select Okay.

Display Black on White (default)
 White on Black

Changes screen display background.

Sound: Sound On (default)
 Sound Off

Turns warning sound used for error messages on or off.

Go Where Enter Date (default)
On Start Main Menu
Up: Enter Transactions

Determines where BottomLine will take you when you start the program. If you specify that you want to go directly to the Main Menu or to Enter Transactions, the program will use the latest date entered in a transaction to activate the warning for recurring transactions.

Decimal Manual Decimal Point (default)
Point Automatic 2 Place Decimals
Entry:

Sets the decimal point in numbers.

Manual Decimal Point assumes you will enter the decimal point when typing in numbers. If you don't, the program will add it to

the end of your number. If you type 4, for example, the program will automatically add a decimal point and two zeros to make 4.00.

Automatic 2 Place Decimals assumes that, unless you have typed in a decimal point, you want the program to insert one for you. It will insert the decimal two spaces to the left of the last figure in your number. If you type 824, for example, BottomLine will insert a decimal point, making the number 8.24. If you type 6, the program will make the number .06.

**For Each
Transaction**

2 or More Accounts (default)
1 Account-Single Entry

Determines how many accounts are prompted while entering a transaction.

1 Account- Single Entry. Only one account name can be entered for a transaction. This makes BottomLine work much as a simple checkbook register does. Choose this if you don't want to keep track of income, expenses, budgets, etc.

**When Adding
Transactions:**

Ask for Flags (default)
Skip Flags

Determines whether you will be asked if you want to attach a flag as you enter a transaction (Ask for Flags) or whether you will not be asked (Skip Flags).

In any case, you will not be asked if you want to attach flags unless you have created them. For more details, see Flags in this **Reference Section**.

**When
Recurring
Set Due:**

Show Message (default)
No Message

Determines whether you are told (Show Message) or not told (No Message) when a recurring transaction is due to be triggered. For more information, see Recurring Transactions in this **Reference Section**.

**Budget for
New Month**

Set Manually (default)
Same as Previous Month

Ending Balance of Previous Month Determines how your budget is set.

Set Manually means that you will have to set your budget balance for each month.

Same as Previous Month means that the program will automati-

cally set your budget to be the same as the budget for the previous month.

Ending Balance of Previous Month means that the program will automatically set your budget to be the same as the actual account balance for the previous month.

See also:

Password & Status
Printer Setup
Screen Format

CUSTOMIZE

Customize is a Main Menu item.

This menu includes:

Screen Formats
Printer Setup
Custom Settings
Password & Status

The Customize Menu allows you to customize BottomLine to suit your own needs. By using this menu, you can change the program's default (or preset) settings. The Customize Menu also allows you to create a password and to check your data base status.

See also:

Custom Setting
Password & Status
Printer Setup
Screen Formats

DATABASES

See:

Backup Data Disk
Start new Data Base
Switch Data Base

DELETE

Use the Delete key to delete by backspacing over text.

Use the ⌘-D to delete the character marked by the cursor.

Use ⌘-Delete to delete an entire transaction, account, memo, or page in a note pad entry.

To delete an account it is best to use the Merge Two Accounts Together command on the Account Menu. This ensures that no important financial records will be lost and that all balances will be stated correctly.

EXIT

See Okay and Quit.

FLAGS

Select Flags from the Transactions Menu

Flags let you keep track of items that belong together, but are not all in the same account, type or group — for example, you can flag transactions that represent tax-deductible items. You may create up to four different flags. The first letter of the flag name will appear in the Flags column of the Register. Flagged items can later be called up and viewed using BottomLine's Search command.

Creating Flags

To create flags, select Flags from the Transactions Menu. The Flags dialog box will appear. The dialog box gives you an opportunity to create up to four different flags. To create a flag, simply type in a name for the flag (using up to 10 characters) and press Return. When all the flags you want have been defined, select "Okay."

Important: If you create more than one flag, you will have to use flag names with different first letters. This is because BottomLine will use the first letter of the flag name as an abbreviation in the Flags column of the Register.

Using Flags

Whenever you enter a transaction, you will be asked to indicate which flag(s) you wish to have attached to the transaction record (if you have created no flags, this prompt will not appear). Type in the first letter of each flag you want and press Return (if you want no flag, simply press Return).


See also:

Custom Settings
Register
Search

GOODIES

Goodies is a Main Menu item. This menu includes:

Calculator	⌘-C
Note Pad	⌘-N
Hard Copy	⌘-H
List Accounts	⌘-A
List Groups	⌘-G

The Goodies Menu provides tools you can use from anywhere in the program. These tools “pop up,” overlaying the screen on which you are working. When you are finished, they disappear, leaving the original screen intact. The tools on the Goodies Menu can also be called up by  commands. This means you don’t have to go to the Goodies Menu each time you want to use a tool. When you are finished using a tool, press Esc to return to your original screen.

See also:

- Calculator**
- Hard Copy**
- List Accounts**
- List Groups**
- Note Pad**

GROUPS

Groups are prompted for (and created) while creating accounts.

Groups are special categories to which you can assign your accounts. They are a way of indicating some logical relationship between the accounts. You could, for example, assign all business expense accounts to a group called “Business.” Home expense accounts could be assigned to a group called “Home.” You might also find it useful to assign individual credit card accounts (VISA, MasterCard, Sears, etc.) to a general group called “Credit.” Group assignments are also a good way of distinguishing your income and expenses from those of your spouse.

Whenever you create an account (whether in the Register or in Add/Edit from Accounts Menu) you will be given an opportunity to create a group and assign the account to it, or to assign the account to a group you have already created.

To create a group, simply type in a group name when prompted to do so. Press Y (for yes) when asked if you want to create a new group.

Once you have assigned your accounts to groups, you will be able to review your financial records by group, using the Reports menu or the Search feature. BottomLine allows you to create up to 23 groups per data disk.

To change the group assignment for an account, select Change Group from the Accounts Menu.

See also:

- Add/Edit**
- Change Group**
- List Groups**
- Register**

HARD COPY

Press **⌘-H**

⌘-H lets you print out a copy of whatever is displayed on the screen exactly as it appears. Everything will be printed, including menus, boxes, prompts, etc. Before pressing **⌘-H**, be sure your printer is turned on, “on line,” and properly connected to your computer.

HELP

Select Help from the Dollar Menu or Press **⌘-?**

Help is available from anywhere in the program. To request help, simply select Help from the **Dollar Menu** or press **⌘-?**. You will be presented with a Help Index. Select a topic from the Index and a Help screen, providing information on that topic, will appear.

LAST YEAR TO THIS YEAR

Select Last Year to This Year from the Accounts Menu

Last Year to This Year helps you establish a budget by extracting information from last year's records that you can use in setting up this year's budget. When you select Last Year to This Year, a dialog box will appear, asking you what numbers you want to copy from last year's records to this year's budget. You have two choices: Ending Balances or Budget. Use the space bar to toggle between the choices.

Ending Balance. The ending balance of an account for each month last year will become the budget amount for each month this year.

Budget. The budget of an account for each month last year will become the budget of the account for each month this year.

When you have made your choice, select “Okay.” Follow the on-screen prompts to insert the correct data disk. When the process is complete, the **Accounts Menu** will reappear.

LIST ACCOUNTS

Select List Accounts from the Goodies Menu, or Press **⌘-A**

List Accounts gives you a list of all your accounts, arranged by type (asset, liability, income or expense). using **⌘-A** to access this feature is especially handy when you are being prompted to enter an account name and you want to see what accounts you already have. The list will “pop-up,” overlaying the screen on which you are working. You can then view the list (pressing Esc. to go back when you are finished) or, if you want, respond to the prompt by selecting a name directly from the list. Use the arrow keys to highlight the name you want; press Return to select.

LIST GROUPS

Select List Groups from the Goodies Menu, or Press ⌘-G

List Groups gives you a list of all your groups. Using ⌘-G to access this feature is especially handy when you are being prompted to enter a group name and you want to see what groups you already have. The list will “pop up,” overlaying the screen you are working on. You can then view the list (pressing Esc to go back when you are finished), or, if you want, highlight the name you want; press Return to select.

MERGE TWO ACCOUNTS TOGETHER

Select Merge Two Accounts Together from the Accounts Menu

Merge Two Accounts Together lets you merge two accounts into one. This is useful when you no longer see a need for two separate accounts. (You might, for example, decide to merge an account named “movies” into a more general account named “entertainment.” To merge, both accounts must be of the same type (asset, liability, income, or expense). When you select Merge Two Accounts Together, a dialog box will ask for the name of the “Account to be eliminated” and name of the “Account to merge it with.” Type in the account names. When you are done, select “Okay.” The program will merge the accounts.

NET INCOME

Select Net Income from the Reports Menu

Net Income gives you a quick picture of your cash flow situation. To figure your net income, BottomLine will subtract the balance of all your expenses over a period of time from the balance of all your income.

When you select Net income, a dialog box will appear. Enter the beginning and ending month and the year for which you want a report. You can then choose to have your report displayed on screen or printed out. Press the space bar to toggle between “Screen” and “Printer.”

Screen:

If you choose “Screen,” a Net Income screen showing balances and budget amounts for all your income and expense accounts will appear. Your net income for the time period covered is shown at the bottom of the screen. See Screen Formats for information on other data you can choose to have displayed.

Printer:

If you choose “Printer,” an Account Printout dialog box will appear. Be sure that your printer is turned on and properly connected to your computer. Then answer the questions in the box. Your answers will determine what information is included in the printed report. Press the space bar to see your choices.

By Account or	By Account (default)
By Month:	By Month

By Account. Gives you a report with data organized by accounts and their balances over the time period specified.

By Month. Gives you a report with information organized by month, not by accounts or account types.

What to Show: By Account, your choices are: Starting, Ending & Cumulative Balance only
Actual vs. Budget
Actual vs.. Budget & Distribution

By Month, your choices are:
Actual vs. Budget
Bar Graphs

Balances for each month are shown separately.

Cumulative Actual vs. Budget
Cumulative Bar Graphs

Adds month 1 to month 2, month 2 to month 3, and so on.

Account Memos: No Account Memo
Memo Instead of Name
Full Memo
Abbreviated Memo

Page Eject: Eject
No Eject

If you select "Eject," the page eject will advance to the end of the final printed page when the printout is complete.

If you select "No Eject," the page eject will not advance to the end of the page. This is handy if you want to print several short reports on one page.

Copies: Enter the number of copies you want printed. You can enter any number from 1 to 99.

When you have made your choices, select "Okay." if you chose "Screen," your Net Income report will appear on the screen; If you chose "Printer," your Net Income report will be printed out.

NET WORTH

Select Net Worth from the Reports Menu

Net Worth lets you know what you are worth (financially) at any given point in time. To determine your net worth, BottomLine will subtract the sum of all your liabilities from the sum of all your assets. You will then know what you are worth as of the date specified.

When you select Net Worth, a dialog box will ask for the following information:

Group. This item appears only if you have created groups. To get a net worth report on a particular group of accounts (your real estate holdings, for example) type in the name of the group you want. For a report on all your assets and liabilities, leave the box blank.

Month. Your report will be dated as of the last day of the month chosen. The program assumes that you want a report for the month on which you were most recently working. to change this, simply type in the number of the month you want.

Year. The program assumes that you want data from the data disk currently in use. Changing the year will allow you to request reports from the data disks for previous years without having to restart the program.

Screen or Printer. Select "Screen" to display the report on screen. Select "Printer" to print the report on paper. Use the space bar to toggle between the two choices.

Screen:

If you choose "Screen," a Net Worth screen, showing balances and budgets (if any) for all your asset and liability accounts will appear. Your net worth as of the last day of the month specified is shown at the bottom of the screen.

Printer:

If you choose "Printer," an Account Printout dialog box will appear. Be sure that your printer is turned on and properly connected to your computer. Answer the questions in the box. Your answers will determine what information is included in the printed report. Press the space bar to see your choices.

What to Show: Balance Only
 Actual vs. Budget
 Actual vs. Budget & Distribution

Account Memos: No Account Memo
 Memo Instead of Name
 Full Memo
 Abbreviated Memo

Page Eject: Eject
 No Eject

If you select "Eject," the page eject will advance to the end of the final printed page when the printout is complete.

If you select "No Eject," the page eject will not advance to the end of the page. This handy if you want to print several short reports on one page.

Copies: Enter the number of copies you want printed. You can enter any number from 1 to 99.

When you have made your choices, select "Okay." if you chose "Screen," your Net Worth report will appear on the screen; if you chose "Printer," your Net Worth report will be printed out.

NOTE PAD

Select Note Pad from the Goodies Menu, or Press ⌘-N

Note Pad lets you make notes electronically rather than jotting them down with paper and pencil. If you use the ⌘-N command as a way of accessing the Note Pad, the pad will "pop-up," overlaying the screen on which you are working. Once the Note Pad is on the screen, you can type in and edit any text you want using the text editing commands. The Note Pad has five pages. To change pages, press ⌘-Up Arrow or ⌘-Down Arrow when you are finished using the Note Pad:

Press Return twice (or ⌘-O) to save your notes and return to your original screen. Saved notes can be viewed at any time, simply by calling up the Note Pad.

Press Esc to leave the Note Pad without saving the notes you have made. When you press Esc, you will be asked if you want to save your changes. Press Y (for yes) to save your changes and return to your previous screen. Press N (for no) to erase your changes and remain in the note pad.

(NUMBER FOR TRANSACTION)

Prompted for while entering transactions


#(Number for Transaction) is one of the items you supply when entering a transaction. For checking account transactions, you supply your check number; for other transactions you supply an abbreviation for the kind of transaction you are entering. You do not have to memorize the kinds of transactions or their abbreviations because BottomLine will list them for you when you are making an entry. The kinds of transactions are:

Check#	(number)	to record a check
ATM	ATM	to record an automatic teller withdrawal or transfer
Electronic	Elect	to record any electronic fun transfer or payment, e.g., by computer or telephone

Fee	Fee	to record bank service charges, etc.
Deposit	Dep	to record a deposit to an asset account, e.g., checking or savings.
Refund	Refnd	to record a refund, e.g., to a credit card account
Interest	Int	to record interest charged to a liability account, or interest earned by an asset account
Void	Void	to record a voided check
Blank	(blank)	for cases not covered above (entering a credit card transaction, for example)

OKAY

Select Okay when it appears on screen or Press -O

Okay is a way to confirm that the information in a dialog box or on a screen (such as the Register screen) is correct and that you are ready to continue (after answering questions in a dialog box, for example), or leave the current feature (after entering transactions in the Register, for example). Either select "Okay" or press -O.

PASSWORD & STATUS

Select Password & Status from the Customize Menu.

Password & Status lets you see the status of your entire data base — that is, how many transactions you have entered for a particular month, how many accounts and groups you've created and how many transactions, accounts and groups you still have room for. Password & Status also allows you to re-name your data base, establish a password, and enter a title for your printouts.

When you select Password & Status, you will see the Data Base Status screen. The status of your data base is shown in the lower half of the screen. Optional items that you can enter fill in or leave blank are shown in a dialog box at the top of the screen.

Data Base Name:

To change the name you've given your data base, simply type in a new name.

Data Base Password:

A password helps protect your data base from unauthorized viewers. If you specify a password, BottomLine will not permit you or anyone else to use the data base until the proper word has been typed in. To assign a password, type in the word you want; to change a password, simply type over the old password.

If you assign a password to your data base, you will be prompted to type it in each time you start using BottomLine. To preserve the secrecy of the password,

BottomLine will show asterisks (***) rather than letters on screen as you type.

Title for Printouts:

You can enter a title of up to 53 characters to appear on all your printouts. To enter a title, type in the words you want; to change a title, simply type over the old title.

See also:

Creating a Data Base

PAYEE/MEMO

Prompted for while entering transactions in the Register

Payee/Memo lets you note important information about a transaction. If the transaction involves writing a check, for example, you can note to whom the check was written and what it was for.

Enter any text you want. When you are done, press Return twice to close Payee/Memo window and move to the next entry are. Normally, only the first line of text will be shown when transactions are displayed. (You can change this by using Screen Formats from the Customize Menu). If you want to view the entire Payee/Memo, or if you want to add to it, simply move the highlight box to Payee/Memo (using ⌘-Tab to move left; Tab to move right) and the entire memo will “pop-up” on the screen.

PRINT

Press ⌘-P

The ⌘-P command lets you print out a list of whatever transactions or accounts you are working on. This command can be used while viewing transactions in the Register, after using the Search, Add/Edit, or Budget features from the **Accounts Menu**, or while viewing any report on the screen. ⌘-P is a quick and easy alternative to requesting reports from the Reports Menu.

To use this handy print command, simply press ⌘-P when the information you wish to print is displayed on the screen. (Note that the entire list of transactions or accounts will be printed, even if the list cannot be viewed all at once on the screen.)

If the list consists of transactions (as it will if you were working in the Register or using the Search or Transactions List features), a Transaction Printout dialog box will appear. If the list consists of accounts (as it will if you were working with the Add/Edit, Budget, Net Worth, Net Income, or Accounts Report features), an Account Printout dialog box will appear. Be sure that your printer is turned on and properly connected to your computer. Then answer the questions in the box. Your answers will determine what information is included in the printout. Press the space bar to see your choices.

Transaction Printout

Transactions: Show Transactions
Just Totals

Transaction Memos: Abbreviate Memos
Show Full Memos

Accounts: One Big List
Split By Account

One Big List. Transactions will be printed in one long list, much as they appear in the Register.

Split by Account. Transactions will be organized and printed according to account type (asset, liability, income, or expense).

Account Names: Just Account Name
Memo Instead of Name
Name and Memo

Account Balances: Show Balances
No Balances

Page Eject: Eject
No Eject

If you choose Eject, the page eject will advance to end of final printed page when the printout is complete.

If you choose No Eject, the page eject will not advance to the end of the page.

Copies: Enter the number of copies you want printed. You can enter any number from 1 to 99.

Account Printout

What to Show: Balance Only
Actual vs. Budget
Actual vs. Budget and Distribution

Balance Only. Only the actual balance for the account will be printed.

Actual vs. Budget. Both the actual balance and the budgeted amount for the account will be printed.

Actual vs. Budget & Distribution. Both the actual balance and the budgeted amount for the account as well as the difference between the two expresses in both dollars and in percent will be printed. The account's distribution (the percentage of the total value of the account type—asset, liability, etc.—that the account balance accounts for) will also be shown.

Account Memos: No Account Memo
Memo Instead of Name
Full Memo
Abbreviated Memo

Page Eject: Eject
No Eject

If you choose Eject, the page eject will advance to the end of the final printed page when the printout is complete.

If you choose No Eject, the page eject will not advance to the end of the page.

Copies: Enter the number of copies you want printed. You can enter any number from 1 to 99.

When you have made all your choices in the dialog box, select "Okay." Your list or report will be printed out according to your specifications.

PRINT CHECKS

Select Print Checks from the Transactions Menu

BottomLine has been designed to print records of transactions directly onto a particular brand of continuous form checks that you can use in your printer. You will need to order these checks from:

NEBS Computer Forms
500 Main St.
Groton, Mass 01471
(800) 225-9550

Ask for Product #9025 (without imprinted check numbers).

Once you have received your continuous form checks and installed them in your printer, select Print Checks from the Transactions Menu. A dialog box will appear, asking you for the name of the account for which you want to print checks, the month and the year. Answer the questions in the dialog box. When you are done, select "Okay."

A Print Checks screen will appear, listing transactions for the account, month, and year you have specified. A pointer appears at the top of the "Day" column. Use the arrow keys to move the pointer to the first transaction you want printed and press Return. Then move the highlighter to the last transaction you want printed and press Return again. (If you want only one transaction printed, simply move the pointer to the transaction you want and press Return twice.) A Printout dialog box will appear, asking you to check your printer and paper adjustment.

Check to see that your printer is properly attached to your computer, power on, and "on-line" or "selected." Then check to see that the paper is correctly adjusted. (The printhead should be aligned with the line on which the check number is printed.) When the printer and paper are ready, select "Okay." You will be asked if you want to do an alignment test. If you want to check the alignment, press Y (for yes) and follow the on-screen prompts. If you do not want to check the alignment, press N (for no). When you have responded to the question, printing will begin.

See also:

Printer Setup

PRINTER SETUP

Select Printer Setup from the Customize Menu

BottomLine is designed to work with most printer systems. However, if your attempts at print with BottomLine are not successful you may need to consult your printer manual and then make the necessary adjustments by using the Printer Setup feature from the Customize Menu. When you select Printer Setup, a dialog box will appear. Supply information about your printer system by responding to the questions in the dialog box.

Printer Slot, Total Lines per Page, Top Margin, Bottom Margin, Left Margin. Enter the correct value for your printer.

Pause Between Pages, Linefeed After Return. Use the space bar to toggle between Pause and No Pause, Linefeed and No Linefeed. Choose the options that are correct for your printer.

Optional Printer Code. Move the highlight box to this item and press the space bar. A Printer Code dialog box will appear, asking for the Number of Characters used in the printer code and which Key-in Method to use: Exact character (this means that if Esc, for example, is used as a character, you indicate that by pressing the Esc key) or Decimal Equivalent (this means that you enter the decimal value given in your printer manual to support a certain printer feature). Supply the correct information for your printer. When you are finished select "Okay."

When you have supplied all the necessary printer setup information, select "Okay." BottomLine should now work with your printer. If you continue to have problems, consult your printer manufacturer or dealer.

See also:

Accounts Report
Hard Copy
Net Income
Net Worth
Print Checks
Print
Transaction List

QUIT

Select Quit from the \$ Menu, or Press ⌘-Q

Quit lets you leave BottomLine and start a new program without turning off your computer. Quit also allows you to back up your data disk. Whenever you select Quit, the program will automatically save your data. To prevent loss of data, ALWAYS leave BottomLine by way of Quit. Once your data is saved, the Quit Menu will appear. Select the item you want.

Run new program in drive 1: Lets you leave BottomLine and start running a new program if you wish. To run a new program, select this item. Then remove the BottomLine program disk from drive 1 (and your data disk from drive 2). Insert the new program disk and press Return.

If you don't want to start a new program, simply remove the disks and turn off your computer.

Back up your data disk: Lets you make a backup copy of your data disk. It's a good idea to do this each time you leave BottomLine. Having a backup copy will help protect against irretrievable loss of data.

When you select "Back up your data disk" there will be a brief period of drive activity. You will then be prompted to insert a new disk in drive 1. Remove the BottomLine program disk and insert the disk you plan to use for your backup. Press Return.

If the back-up disk is brand new, it will initialize; the data from your data disk will then be copied to it. If you are updating a previously made backup disk (or if you have accidentally put the wrong disk in the drive), the program will ask if it is okay to erase the disk. If you are updating, answer Y (for yes). The program will then replace your old data with your new data. If you have made a mistake, answer N (for no) and insert the correct disk.

When the backup is complete, you can either run a new program by selecting "Run new program in drive 1" or turn off your computer.

RECONCILIATION

Select Reconciliation from the Accounts Menu

Reconciliation lets you compare your records of an account with the account statement sent by a bank or other institution. If the statement and your records are not the same, you know that someone has made an error, and you can take steps to locate and correct it.

You'll probably be reconciling your checking account most often, but you can also reconcile savings and credit card accounts or any other asset or liability account for which you receive a periodic statement. Note that only asset and liability accounts can be reconciled. Income and Expense accounts cannot. When you select Reconciliation, a dialog box will ask:

For Which Account: Type in the name of the account you want to reconcile (checking, savings, etc.) Press Return.

Final Balance on the Statement: Type in the final balance on the most recent statement you have received from the bank or other institution. Press Return>

When you have answered the questions, select "Okay." The Reconcile Transactions screen will appear. An information box at the top of the screen shows what actions to take to reconcile the transactions. The register below it lists all the transactions in the account. A cursor appears to the right of the first transaction, in a column headed by a check mark.

\$
File Transactions Accounts Reports Goodies Customize

Reconcile Transactions

"y" YES, this transaction is on my statement. (mark it on statement.)

"n" NO, not on statement.

"space bar" Edit a transaction.

"Return" Finished, no more to clear.

		Checking	Register	Jan 1986	
Day	Payee/Memo	Flags	Account 1	Account 2	Amount
1	Dep Gross pay		Checking	Salary	2134.16
	split Federal Income Tax	T	Checking	FIT	-277.06
	split FICA (Soc. Sec.)	T	Checking	FICA	-148.50
	split State Income Tax	T	Checking	SIT	-48.56
	split Disability Insurance	T	Checking	Insurance	-18.70
				split total \$	1649.34
1	1000 San Quentin Estates		Checking	Mortgage	-1100.00
5	1001 Elmwood Market		Checking	Groceries	-47.50
7	ATM Transfer to Savings		Checking	Savings	-100.00

To reconcile the account:

1) Compare the transaction marked by the cursor with the transactions on the printed statement you received from the bank. If the transaction is not on the statement, type N. The cursor will move to the next transactions. If the transaction is on the statement, and if it does not differ from the way you have recorded it, type Y. A check mark will appear beside the transaction, to indicate that it has been cleared. If you make a mistake in marking a transaction, just place the marker on the transaction again and press the correct key (Y or N).

2) Correct on-screen transactions that are in error by pressing the space bar to move the cursor and highlight box to the first item in the transaction area. Use the arrow keys or the Tab key to move the highlight box to the item you want to change and type in your correction. When you have finished correcting the transaction, press Return.

3) When you have compared every transaction, press Return to signal that you are finished. A reconciliation report will appear on the screen. This report includes your last statement balance, the sum of the reconciled transactions, your current statement balance, the sum of the outstanding transactions, and your account balance. If the statement and your records match, you'll be given an opportunity to obtain a printed copy of the reconciliation report. Typing Y at this point prints out a report; N returns you to the **Accounts Menu**.

If there is a discrepancy between the statement and your records, a screen will appear to help you complete the reconciliation. The top part of the screen shows your balance, the bank balance, the amount of the difference, the number and total of transactions on the statement, and the number and total of outstanding transactions. The bottom part of the screen lists procedures you can use to find the reason for the discrepancy and correct it.

Press A if there are any transactions on the statement that were not in your records. You will then be given a chance to add them.

Press T to abandon the reconciling work you have done and try again.

Press C to have BottomLine adjust your records to match the balance on the statement. This is handy when the difference between your records and the statement is not great and you are unable to find the reason for it. If you later discover the cause for the discrepancy, you can correct your records and delete the correction transaction if you wish.

Press Esc to cancel the entire reconciliation and return to the **Accounts Menu**. None of the transactions you marked will be recorded as reconciled.

RECURRING (TRANSACTIONS)

Select Recurring from the Transactions Menu

Recurring allows you to create sets of transactions that recur on a regular basis. Typical recurring transactions are home mortgage payments, paycheck deposits, car

loan payments, and other bills (even if the amount paid varies from month to month). A set of recurring transactions includes all those that come due and are paid at approximately the same time. For instance, all of your recurring payments, deposits, and bills that come due on the first of the month would make up a single set.

Once you have created sets of recurring transactions, the program will keep track of them and warn you when they are coming due or are past due. By “triggering” a set, you will be able to make any changes from the last time the set was used (changing the amounts, for example, entering new check numbers, or adding transactions) and then integrate the entire set into your records. This saves time and eliminates the tediousness of having to enter the same transactions every week, two weeks, month, or quarter.

When you select Recurring the Recurring Transaction Menu will appear. The menu contains three items: Trigger a Set, Edit a Set, and Create a Set. Select the one you want.

Trigger a Set: Select this if you want to update your records with the information in a set of recurring transactions you have created. If you have created more than one set, a screen will appear listing each set by name, showing when the next payment is due, the frequency of payment, and the number of transactions in the set. In sets that are due for triggering (that is, sets that have dates the same as, or later than, the date shown for the next payment), the next payment date will be highlighted. A pointer appears on either side of the first set. Use the arrow keys to move the pointer to the set you want to trigger and press Return.

Once you have selected the set you want (or if you have only one set), a register will appear, giving you the opportunity to update your records. You may want to change the check numbers or the amounts or add transactions to the set. Make any changes you want; select “Okay.” You will then be asked for the “Trigger Date” — the date for payment of this set. Enter the date; your records for the entire set will be updated, and you will be taken to the Register where your records have been posted. **Edit a Set.** Select this when you want to edit transactions you have already entered into a set. If you have created more than one set of recurring transactions, a screen will appear listing each set by name, showing when the next payment is due, the frequency of payment, and the number of transactions in the set. Sets due for triggering are shown with their next payment date highlighted. A pointer appears on either side of the first set listed. Use the arrow keys to move the pointer to the set you want and press Return.

Once you have selected a set to edit (or if you have only one set) a dialog box will appear. Use the dialog box to change the name of the set, the next payment date, and/or the frequency of payment. When you are done, select “Okay.”

A register will appear, giving you the opportunity to edit the transactions included in the set. Make any changes you want. When you are done, select “Okay.” you will then have a chance to trigger the set if you wish.

Create a Set: Select this when you want to create a new set of recurring transactions. A dialog box will appear in which you will be asked to supply the following information:

Name: Enter an appropriate name (up to 10 characters long) for this set of transactions. For instance, you might name the set "household" and include your home mortgage payments, your utility bills, and so on.

Next Payment, Month, Day, Year: Enter the date when you want to first use this recurring set. The date will be used by the program to warn you when this set is coming due.

Frequency: Choose how often you want your transactions triggered. Use the space bar to toggle through the following choices: Weekly, Bi-weekly (every two weeks), 2ce/Month (twice each calendar month), Monthly, Bimonthly (every two weeks), Quarterly, Semi-annual, Annual, blank (use to create a set of recurring transactions that are not triggered at any particular time). When you are finished, select "Okay."

A register screen will appear. Type in your recurring transactions just as you would enter transactions in the Register. do not type in the date, however, since that will depend on when you trigger the set. When you have finished entering all the transactions you want in the set, select "Okay." You will then have the opportunity to trigger the transactions or go back to the Recurring Transaction Menu.

REGISTER

Select Register from the Transactions Menu

The Register also appears when you use functions such as Search, Recurring and Reconciliation.

The Register is where you record your financial transactions. It is like your check-book register, only more thorough. It holds all your financial information, not just records for your checking account. When you select Register, a dialog box will ask:

Enter Account Name, Group Name, or Type: If you want to enter transactions for a single account, enter the account name (this should be an asset or liability account). If you want to enter transactions for accounts in a particular group, enter the name of the group. If you want to enter transactions in accounts of a particular type (assets, for example) enter the name of the type. If you haven't created any accounts yet or if you want to be able to enter transactions for all the accounts in your data base leave this box blank.

Month: Enter the month for which you want to enter transactions.

Year: The program assumes that you want to enter transactions for the current year. Changing the year will allow you to edit or enter transactions into accounts contained on data disks for previous years without having to restart the program, or to start recording transactions for the following year (in which case, you will be given an opportunity to make a new data disk for that year).

When you are finished, select "Okay." You will now see the Transactions Register.

Day	#	Payee/Memo	All Transactions	Jan 1986	Account 1	Account 2	Amount

Okay
Day of month. (Press "s" for a split transaction.)

The Register has columns labeled Day, #, Payee/Memo, Account 1 and Account 2, and Amount. If you have created flags, it will also have a column labeled Flags. The month and year are shown at the top of the Register. The cursor is in the highlight box below the first column at the bottom of the screen. It is prompting you to enter data into this column. Each time you enter data, press Return and the highlight box will move to the next column. If you need to move the highlight box to a particular column to correct a mistake, you can do so by pressing \leftarrow -Tab to move the box to the left or Tab to move the box to the right. To delete whatever is in the highlight box, press the space bar or simply type your new entry over the old.

Day

Enter the day the transaction took place. The month is determined by the information you supplied in the dialog box.

If you wish to change the month, press Esc until the dialog box re-appears, then enter a new month. Alternatively, you can press \leftarrow -> to move to the next month in the Register, or \leftarrow -< to move to the previous month.

#

Specify what kind of transaction you are recording. If you are recording a check, enter the check number. The next time you record an entry, BottomLine will automatically display the next check number in sequence. If you are recording a different kind of transactions, simply enter the first letter of the kind of transaction you

are entering. The program will list the abbreviations of the kinds of transactions on the screen whenever you are making an entry.

TRANSACTION	ABBREV.	USE
Check#	(number)	to record a check
ATM	ATM	to record an automatic teller withdrawal or transfer
Electronic	Elect	to record any electronic fund transfer or payment, e.g., by computer or telephone
Fee	Fee	to record bank service charges, etc.
Deposit	Dep	to record a deposit to an asset account, e.g., checking or savings.
Refund	Refnd	to record a refund, e.g., to a credit card account
Interest	Int	to record interest charged to a liability account, or interest earned by an asset account
Void	Void	to record a voided check
Blank	(blank)	for cases not covered above (entering a credit card transaction, for example)

Payee & Memo

Use the Payee/Memo window, which opens on the screen, to record important information about the transaction. If you are entering a check, for example, you can type in the name of the person to whom the check is written. You can also add information to remind yourself about the details of the transaction. Only the first 20 characters of your entry will appear on transaction lists. To see the entire entry, move the highlight box to Payee/Memo. The window will open, allowing you to see the complete contents.

Flags

If you have created flags, enter the first letter of each flag you want to attach to the transaction. Press the first letter of a flag again to detach it from a transaction. See Flags in this **Reference Section** for more information about flags.

Accounts

Specify what accounts are involved in the transaction. Account 1 refers to the account for which you are recording the transaction (i.e. checking, savings, credit card, etc.). Account 1 should always be an asset or liability account. Account 2 is the other account involved in the transaction. It represents where the money in the transaction is coming from or going to (i.e., groceries, clothing, savings, utilities, etc.). Account 2 can be either an asset, liability, income, or expense.

If you want to produce Net Worth and Net Income reports, keep track of budgets, etc., you will need to enter both an Account 1 and an Account 2. This is the recommended method for getting the most out of BottomLine. However, if you're only interested in keeping track of a single account, such as checking, you need only enter an Account 1.

For more information on accounts, see Section 3, Using BottomLine and Accounts in this **Reference Section**.

Amount

Enter the dollar amount of the transaction. BottomLine assumes you will enter the decimal point. If you don't, the program will add it to the end of the number. If you type 4, for example, the program will automatically add a decimal point and two zeros to make 4.00. You can change the method of placing the decimal point by using Custom Settings from the Customize Menu.

Notice that an arrow appears between Account 1 and Account 2. The direction of the arrow shows how the transaction affected both accounts:->, Account 1 decreased, Account 2 increased;<-, Account 1 increased, Account 2 decreased; Up Arrow, both accounts increased; Down Arrow, both accounts decreased.

Once a transaction is completely entered, you can change any box in the Register. Use ⌘-Tab to move the highlight box to the left; use Tab to move the highlight box to the right. When the item you want to change is highlighted, simply type your new information over the old. If you want to delete an entire transaction, move the highlight box to any item in the transaction and press ⌘-Delete.

See also:

Recurring Sets
Split Transactions

REPORTS

Reports is a Main Menu item. This menu includes:

Net Worth
Net Income
Accounts Report
Transaction List

BottomLine will provide you with four different types of reports to give you a quick and accurate picture of your financial status. These reports can be displayed on screen or printed out. For details see Net Worth, Net Income, Accounts Report, and Transaction List in this **Reference Section**.

See also:

Hard Copy
Print Transactions
Search

SAVE

Select Save from the File Menu, or Press ⌘-S.

BottomLine saves your data automatically when you move from some commands to others. However, it's a good idea to get into the habit of using Save regularly to protect against accidental loss of data due to power failures, etc. Simply press ⌘-S every now and then while making entries.

SCREEN FORMATS

Select Screen Formats from the Customize Menu

Screen Formats lets you change the appearance of the Register and Accounts screens. The settings you specify will be used each time you start the program.

When you select Screen Formats, a screen showing the default (or preset) settings will appear. To change a setting, use the space bar to toggle through the available choices.

Transaction Register

Screen	Transactions & Account Data (default)
Splitting:	Transactions and Graph
	Transactions Only

The Register can display only your transactions, a combination of transactions and account data (budgets and balances), or transactions and bar graphs. Choose the combination you want. (Screen Splitting options can be changed from the Register by press ⌘-W)

Bar graphs will show the daily balance of the account name (or group name or type) specified in the Transaction Register dialog box. If no account name was specified in the dialog box, no graph will appear. Likewise, if you enter a transaction using a different account name for Account 1 (e.g. specify "checking" in the dialog box, and then enter a transaction using "VISA" as account 1) the graph will disappear.

Memos:	Abbreviate Memos (default)
	Show Full Memos

Abbreviated memos display only as many characters as will fit on a single line in the Register. If you choose to show the full memo, up to six lines will be displayed.

Status Row:	Show Balances (default)
	Show Balances and Budget
	None

The Status Row, which appears beneath the Register displays information on the status of the account(s) involved in the last transaction entered. You can choose to have balances, balances and budget, or no information displayed.

Month to No Trend Line (default)
Month Trend: Show Trend Line

Multiple month graphs, such as those seen during a search for one account over more than one month, can show a line depicting the trend between the bars for each month.

Graph Label: Account Name (default)
High & Low
None

If you have chosen to view Transactions and Graphs, you can choose to have the account name appear in the space next to the graph, the account name as well as the highest and lowest balances of the month, or you can leave the space blank.

After New Keep Same Account (default)
Transaction: Search Account 1
Search Account 2

These choices let you control how BottomLine displays transactions you enter in the Register.

If you choose Search Account 1 all transactions for the current month with the same Account 1 as that used in the last transaction entered will be shown. For example, if you have been entering checking transactions, with Checking as Account 1, and you then enter a transaction in which "Visa" is Account 1, the Register will sort after you have entered the transaction and then show only transactions for the current month with "Visa" as Account 1.

If you choose Search Account 2 the program will sort after each transaction entered and show only those items with the same Account 2 as the last transaction entered.

If you choose Keep Same Account the program will continue to display whatever was specified in the Transaction Register Dialog box. However, if that means that a new transaction wouldn't show on the screen (when you enter a transaction with a different account as Account 1) then the program switches to show all transactions recorded for the month.

Account Screen

Screen	Memos (default)
Splitting:	Budget & Distribution
	Bar graphs

Lets you choose the information you want displayed when you are creating accounts using the Add/Edit feature from the **Accounts Menu**. The account name, the actual balance for the current month, and the budget amount for the current month will always be shown.

Budget and Distribution will show the difference, in dollars, between the actual balance for the month and the budgeted balance as well as the percentage difference between actual and budgeted amounts. An additional figure (Distribution) shows what percent of all accounts of the same type account in question accounts for. For example, if the percent-of -type for your checking account (an asset) is shown as 8, that means your current checking balance accounts for 8% of your total assets.

Bar graphs will show horizontal bar graphs denoting actual and budgeted balances so that you can quickly see how close you are to meeting your financial goals.

Memos will show the first line of text of the memo stored with each account.

SCROLLING

Up, Down, Left and Right Arrows

↶-Up Arrow, to next page up

↷-Down Arrow, to next page down

Tab, next field to the right

↶-Tab, next field to the left

↶-Left Arrow, to left-most field

↷-Right Arrow, to right most field

↶-B or ↶-1 (beginning of data)

↶-E or ↶-9 (end of data)

↶-2 through 8 (intermediate points in data)

Scrolling lets you move up and down through lists of data quickly. the simplest way to scroll through data is to move the cursor using the up or down arrow keys until you reach the upper or lower boundary of the screen. Keep pressing the arrow key and the data on the screen will move up or down. Pressing Tab will move the cursor one entry field to the right; pressing ⌘-Tab will move it one entry field to the left. For faster scrolling, use the scrolling commands described above.

If you are using a mouse, you can scroll through data by using the up or down arrow that appears in the upper right corner of the screen (these scrolling arrows appear only when the list of transactions or accounts cannot be displayed all at once on screen). Highlight the up or down arrow and then holding the mouse button down to scroll. You can also click on an entry field and then use any of the ⌘ scrolling commands.

SEARCH

Select Search from the Transactions Menu

Search lets you find, examine and edit past transactions without having to scroll through the entire Register. When you select Search, a dialog box will appear allowing you to set criteria for the program to use as it searches for the transactions you want.

Transaction Search

Enter Account name, Group name or Type:
 (leave blank to see all accounts)

Beginning Month: 1
 Ending Month: 1
 Year: 86

	Payee/Memo	Flags	Account #	Amount
min
max

Okay (⌘-O)

Enter Account Name, Group Name, or Type:

Enter a specific account name, group, or type to which you want to limit your search. Leave blank to search for all accounts.

Beginning Month: Ending Month:

Enter a beginning month, and an ending month. The program will search through all records falling within those months.

Year:

The program assumes you want to search for transactions on the current data disk. Changing the year will allow you to search for transactions on data disks for previous years.

(or Transaction Type):

Enter the kind of transaction (ATM, Deposit, Fee etc.) you want the program to search for. If you want to search for a particular check number, enter the number. If you want to search for all checks falling within a certain range, enter a minimum and maximum number — From check #23 (min) to #89 (max), for example. Using the same example, if #23 was entered as the “min.” and the “max.” field was left empty, the program would search for all transactions with numbers greater than or equal to 23. If 23 was entered in the “max.” field, and “min.” was left blank, the program would look for all transactions with numbers less than or equal to 23.

Payee/memo:

If you want to search for checks made out to a specific payee, enter the name of the payee (up to 10 characters) you want. If you aren’t sure of the full name you used when you entered the transactions, type in a few letters that you think are correct. The program will locate all transactions having that combination of letters. Spaces can be used as wild cards.

Don’t worry about upper or lower case letters; a search for “TEXT,” for example, will find “Text,” as well as “Textbook” and “Sample text.”

Flags:

Enter any flags you want to search for.

Account 2:

Enter a specific Account 2 name. Leave blank to search for all Account 2 names.

Amount:

Enter an exact amount to search for, or a range of amounts—from \$50 (min.) to \$100 (max.), for example. Leave blank for all amounts. By entering one value in the “min.” field and leaving the “max.” field blank, you can search for amounts greater than, or equal to that number. By entering one value in the “max.” field and leaving the “min.” field blank, you can search for amounts less than, or equal to that number.

Reconciliation Status:

The program assumes you want to search through all your transactions whether you have reconciled them or not. However you can choose to search through your reconciled transactions only or your un-reconciled transactions only. Use the space bar to toggle through your choices.

When you have specified all the criteria to be used in the search, select “Okay.” BottomLine will quickly search through your records and retrieve the information you want. A summary of the search results will appear on the screen, showing each month, the number of transactions meeting the criteria that the program found for each month, the total dollar amount of the transactions (if it can be summed), and an

excerpt from the first transaction of the month. To see a detailed list of transactions for any month listed, use arrow keys to highlight the month and press Return.

For a printed list of all the transactions located by the search, press **Ctrl-P**.

SPLIT TRANSACTION

A split transaction is a single transaction that affects more than two accounts. BottomLine lets you enter split transactions as you enter information in the Register.

A common example of split transaction is a check written at the supermarket for more than amount of purchase. Part of the check goes to pay for the groceries, the other part goes into your pocket as cash. Such a transaction, entered into the Register, would look like this:

Day	#	Payee/Memo	Account 1	Account 2	Amount
9	326	Selur's Mkt.	checking	groceries	19.88
		split	checking	cash	10.00
					split total 29.88

To enter such a split transaction, go to the Register. Press **S** (for split) before you enter the date for the transaction. You will then be asked to enter the Split Total.

Enter the total amount of the check, deposit, or whatever you are recording. The amount you enter will appear at the lower-right corner of the screen. The proceed to enter the Day, #, Payee/Memo, and Account 1.

When you reach Account 2, enter the first item in the split (in this case, groceries). When you reach Amount, enter the amount for the grocery part of the transaction (\$19.88). The amount you enter will be posted in the Amount column and amount still unaccounted for will appear above the Split Total.

After recording the first item of the split, the program automatically prepares for the second item. Since the second item has the same date and # as the first, the highlight box jumps directly to the Payee/memo box. Enter a memo or leave the box blank. Press Return and the highlight box will move to the Account 2 column. Now enter the second item in the split (in this case, cash). Then enter the amount of the cash part of the transaction (or press Return to accept the amount shown on the screen). If all of the Split Total is accounted for, the entire transaction will appear in the Register. If any amount remains, the Payee/Memo box will open and you can continue to enter information for the split.

Split transactions are extremely useful when recording credit card expenses. They allow you to enter transactions from your credit card statement, rather than having to keep receipts and enter each charge as it occurs. If you have paid your VISA card bill and want to record the individual expenses included on the bill (so that these expenses can be added to your account records) here's how to do it:

First, enter the transaction for paying the credit card bill:

Day	#	Payee/Memo	Account 1	Account 2	Amount
11	330	Payment to Visa	checking	Visa	208.41

Next, type S for a split transaction. you are now going to record the individual expenses included on the bill; since these are records of activity in your VISA account, the VISA should be Account 1.

Day	#	Payee/Memo	Account 1	Account 2	Amount
11		Theater on the Park	Visa	entertain	32.00
		Dinner at Webster	Visa	entertain	18.38
		Dinner at La Roca	Visa	entertain	25.33
		Suite Palace	Visa	clothing	119.41
		Athena's Books	Visa	education	10.17
		Interest	Visa	interest	3.12
					Split Total 208.41

START NEW DATA BASE

Select Start New Data Base from the File Menu

Start New Data Base lets you prepare a disk to hold your data when you first start using BottomLine. The data base will store 12 months' worth of financial information. Generally, this is the only time you will have to use this feature, unless you are creating a data base for an entirely different set of records. **DO NOT** attempt to use it to create a data base for the following year. Instead, when you are ready to start entering data for a new year, simply type in the new year's date at the date prompt when starting the program (or in the Transaction Register dialog box). The program will then prompt you to insert a blank disk and will prepare the disk, carrying over your balances from the previous year.

If you are using the program for the first time, or if someone else in your household wants to keep records on their own data base, turn to Section 2, **Getting Started**, and follow the step-by-step instructions for "Preparing a Data Disk."

STARTING BALANCE

Prompted for while creating accounts in Add/Edit from the **Accounts Menu**.

When you create a new asset or liability account, there is a good chance that there is a starting balance — an existing monetary value associated with the account. To make sure that the records BottomLine keeps for you are correct, you need to tell the program how much is in the account (or in the case of a liability, how much you owe to the account) before you start entering transactions.

There are three different ways to enter a starting balance for an account:

While Creating Accounts. When you are creating an account using Add/Edit from the **Accounts Menu**, you will be prompted for a starting balance; simply type in the appropriate amount (the actual amount in your checking account, for example, or the actual amount outstanding on your car loan). Note that you will NOT be prompted for a starting balance when creating accounts while entering transactions in the Register; starting balances for those accounts will have to be entered using one of the following two methods.

Using an Opening Transaction. If you are creating accounts in the Register, you will not be prompted for a starting balance. However, you can establish a starting balance without leaving the Register by simply entering an opening transaction that will add the appropriate amount to the account balance.

It is important that the date for the opening transaction be in the same, or earlier than, any other transactions you record for the account (to be safe, you can date the opening transaction for the first day of the first month of the first year for which you are keeping records).

For an asset account such as checking or the purchase price of your home, the opening transaction should be recorded as a deposit. Account 1 should be the name of the asset account, Account 2 should be left blank, and the Amount should equal the starting balance.

For a liability account such as a credit card, car loan, or the amount owed on a mortgage, the # column should be left blank. Account 1 should be the name of the liability account, Account 2 should be left blank, and the Amount should equal the starting balance.

Using the Change Type/ Starting Balance command. You can also establish a starting balance for an account by selecting Change Type/Starting Balance from the **Accounts Menu**. This command is normally used to correct an error in the starting balance or to change the type assignment for an account (for example, to change the type of a credit card account, accidentally assigned as an expense, to a liability), but it can also be used to enter a starting balance. For details, see Change Type/Starting Balance in this **Reference Section**.

See also:

Change Type/Starting Balance

SWITCH DATA BASES

Select Switch Data Bases whenever you want to start using a different data base without having to turn off your computer and restart the program. This is handy if, for some reason, you are keeping separate records in separate data bases.

When you select Switch Data Bases, you will be prompted to insert a new data disk. If you change your mind and decide you want to continue working with your cur-

rent disk, press Esc. Otherwise, take your current data disk out of the drive and insert the disk containing the database you want. Press Return when you're ready to start using the new data base.

To see records for a previous year, or to use the Search, Reports, or Register features for that year, simply select the feature you want. You will be prompted to switch data disks when necessary.

TRANSACTIONS

Transactions is a Main Menu item.

This menu includes:

- Register**
- Search**
- Print Checks**
- Recurring**
- Flags**

Each of the items on the Transactions Menu is discussed in detail in this **Reference Section**. For specific information on entering transactions, see Register. For information on deleting transactions, see Delete.

See also:

- Print Transactions**
- Transaction List**

TRANSACTION LIST

Select Transaction List form the Reports Menu

A Transaction List is a report, displayed on screen or printed out, of your transactions. When you select Transaction List, a dialog box will ask:

Enter Account Name, Group Name, or Type:

If you want a list of transactions for a sing account, enter the account's name. If you want a list of transactions for a particular Group, enter the name of the Group. If you want a list of all transactions involving a particular type of account, such as assets, enter the name of the Type. Leave the box blank if you want the list to include all transactions in your data base.

Beginning Month:

Ending Month:

Enter the number of the beginning and ending months to be included on the list. To see a Transactions List for only one month, enter the same number. For example, to see a list for the month of May, enter 5 as the beginning month and 5 as the ending month.

Year:

The program assumes that you want data from the data disk currently in use. Changing the year will allow you to request Transaction Lists from data disks for previous years.

Screen or Printer:

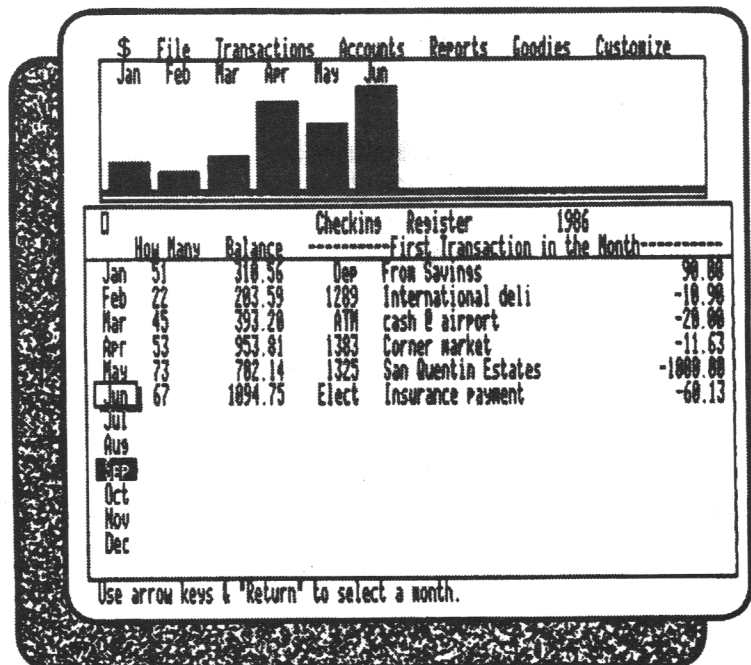
Select "Screen" to display the list on screen. Select "Printer" to print the list on paper. Use the space bar to toggle between the two choices. Select "Okay" when you are finished.

At this point, your options will vary depending on whether you chose Screen or Printer.

Screen:

If you chose to have your transactions for one month listed on screen, you will see a list containing every transaction of the account, group, or type specified. The data will be displayed exactly as it is displayed in the Register. In fact, you can proceed to enter or edit transactions at this point just as you would in the Register.

If you chose to see a list of more than one month's worth of transactions, BottomLine will summarize the transactions in a chart like the one shown below. The chart shows how many transactions were recorded for each month, the ending balance or sum for each month, and the amount and nature of each month's first transaction. A bar graph at the top of the screen shows the relative value of the account, group, or type from month to month.



To see a complete list of transactions for any summarized month, use the arrow keys to move the highlight box to the month you want and press Return.

Printer:

If you chose to print your transaction list, a Transaction Printout dialog box will appear. Make sure your printer is properly connected to your computer and turned on. Then answer the questions in the dialog box. Your answers will determine what information will be printed. Press the space bar to see your choices.

Transactions: Show Transactions
 Just Totals

If you choose Just Totals, the highlight box will skip to Page Eject.

Transactions Memos: Abbreviate Memos
 Show Full Memos

Accounts: Split By Account
 One Big List

Account Names: Name and Memo
 Just Account Name
 Memo instead of Name

Account Balances: Show Balances
 No Balances

Page Eject: Eject
 No Eject

If you select "Eject," the page eject will advance to the end of the final printed page when the printout is complete.

If you select "No Eject," the page eject will not advance to the end of the page. This is handy if you want to print several short lists on one page.

Copies: Enter the number of copies you want printed.
 You can enter any number from 1 to 99.

APPENDIX: EXPORTING TO APPLEWORKS

BottomLine can be used with AppleWorks spreadsheets to open up a universe of opportunities for analyzing your financial information. By using BottomLine in conjunction with AppleWorks, you can go beyond basic home account to do such things as forecasting and cash flow analysis. You can also customize the format in which reports are printed, by creating a spreadsheet, updating the information with BottomLine, and then printing from AppleWorks.

Expanding the capabilities of BottomLine by using it in conjunction with AppleWorks is simple. You first create an AppleWorks spreadsheet, reserving the first column (A) and first row (1) for special labels that will tell BottomLine what information to place on the spreadsheet and where to place it. then, you use BottomLine's Export to AppleWorks utility to extract the information you want from your BottomLine data base, and automatically insert it into the spreadsheet.

CREATING THE SPREADSHEET

Before using the Export to AppleWorks utility, you must create an AppleWorks spreadsheet containing the format for information you want to extract from BottomLine . You can use the same spreadsheet over and over, to generate reports for different data bases, or to update a spreadsheet if your original records have changed.

The following discussion assumes you are familiar with creating and using AppleWorks spreadsheets. For more information on creating spreadsheets, refer to your AppleWorks Reference Manual.

You will use labels (cells containing text information) placed in the first row of cells (row 1), or in the first column of the spreadsheet (column A) to specify what information will be extracted from BottomLine , and where it will be placed on the spreadsheet. The labels placed in row 1 will indicate the balance information needed (e.g., actual balance or budgeted amount, and for what month and year); the labels placed in column A will indicate account names. these labels will be used to identify particular cells in the same way that column letters (A,B,C ...) and row numbers (1,2,3...) are used to identify cells (e.g. A3, B1, C2...). The target cell will display the value you want from the account you specify.

For example:

===== A ===== B ===== C ===== D ===== E =====

1		BAL.LABEL
2		
3		
4		
5	NAME LABEL	VALUE
6		
7		
8		
9		
10		

More than one balance (value) can be shown for an account by matching the account name label, placed in column A, with a number of balance labels (actual balance, budgeted amount, and/or various dates).

===== A ===== B ===== C ===== D ===== E =====

1		BAL.LABEL BAL.LABEL BAL.LABEL
3		
4		
5	NAME LABEL	VALUE VALUE VALUE
6		
7		
8		
9		
10		

Balance (values) for a number of accounts, can be shown simply by adding account name labels in column A.

===== A ===== B ===== C ===== D ===== E =====

1		BAL.LABEL BAL.LABEL BAL.LABEL
2		
3		
4		
5	NAME LABEL	VALUE VALUE VALUE
6	NAME LABEL	VALUE VALUE VALUE
7	NAME LABEL	VALUE VALUE VALUE
8	NAME LABEL	VALUE VALUE VALUE
9	NAME LABEL	VALUE VALUE VALUE
10	NAME LABEL	VALUE VALUE VALUE

Format for Account Name Labels

To indicate which account you want balances for, move the cursor to a cell in column A. To enter the label, type the letter n, followed by the account name in brackets. For example:

n[checking]

IMPORTANT: The account name must be typed in exactly as it was created in BottomLine (although upper and lower case differences are ignored). Since BottomLine account names can be as long as 10 characters, the name label may be too long to fit into column A of the spreadsheet. Before entering name labels, use ⌘-L in AppleWorks to change the width of column A to at least 13 characters.

Format for Balance Label

The balance label(s) can be placed in any cell(s) in row 1. A balance label will indicate two things: the date (or date range) to be used in calculating the balance, and whether you want the actual balance or the budgeted amount to be used.

Actual or Budgeted. If you want the cells below this labels to be updated with the actual balance for an account, start the label with the letter a, for "actual." If you want to use budget amounts, start the label with the letter b for "budget."

Date. The second part of the labels specifies in brackets which month and year the account balance or budget amount should come from, using numbers to represent month/year ("1" equals "January", "2" equals "February", and so on). Income and expense balances will be shown as the total for the month; asset and liability balances will be shown as of the last day of the month. All months must be in the same fiscal year (usually January through December of the same year).

For example:

a[8/86] The actual balance of the named account for August, 1986.

b[8/86] The budgeted balance for the month of August, 1986.

USING THE EXPORT TO APPLEWORKS UTILITY

Once you have created the spreadsheet(s), you are ready to begin the export process. this process will read an AppleWorks spreadsheet, and save a copy of the file to the same disk, updated with the information from BottomLine. You must be sure that there is enough room on the disk containing your AppleWorks spreadsheet for a copy of it that may be substantially larger (when the account balances are added from BottomLine).

Starting the Utility

Insert the Export to AppleWorks utility disk into your disk Drive. Close the drive door. Turn on your monitor; then turn on your computer. The red disk-drive light will come on as the program loads. A screen titled "BottomLine Export to AppleWorks Utility" will appear.

Using the Utility

You will be guided step-by-step through the process of using the AppleWorks spreadsheet you have created with BottomLine.

When the program asks for the AppleWorks data disk, it is referring to the disk containing the AppleWorks spreadsheet you wish to update with your BottomLine data (and on which the updated spreadsheet will be saved). If more than one spreadsheet file is on the disk, you will be allowed to enter a name for the updated spreadsheet file that will be created.

When the program asks for the BottomLine data disk, it is referring to the disk which contains the BottomLine accounts in the date ranges specified in the spreadsheet.

The program will prompt you for the disks and for information it needs, and will automatically extract the information from BottomLine and place it in the AppleWorks spreadsheet. Press Esc to return to a previous screen. You may continue to press Esc until you return to the first screen; pressing Esc from the first screen will allow you to quit the utility without updating a spreadsheet.

Once the spreadsheet is updated, start AppleWorks and add the spreadsheet file to the AppleWorks Desktop as usual. Use ⌘-K (calculates all values) as many times as necessary to be sure that any formulas you may have built into your spreadsheet have been applied to the updated cells.





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